

Division of Public and Behavioral Health  
Bureau of Health Care Quality and Compliance  
Music Therapist Licensing  
727 Fairview Drive, Suite E  
Carson City, NV 89701

**Music Therapy Background Investigation Instructions**

*(please read these instructions carefully and follow all the listed steps)*

Please check one box:

- I am applying for a regular (non-endorsement) music therapist license (follow steps 1 to 5).
- I am applying for a music therapist license by endorsement and was not background checked (fingerprint based) for my current out-of-state music therapist license (follow steps 1 to 5).
- I am applying for a music therapist license by endorsement and I was background checked (fingerprint based) to obtain my current out-of-state music therapist license. Please complete the demographic information below (on this page) then skip to the *Music Therapist License by Endorsement Background Check Procedures* on page 3 and upload this completed document into your online music therapist application).

To apply for a music therapist license by endorsement you must currently hold an active music therapy license in good standing in another state or territory of the United States or the District of Columbia.

Please complete the following information. *(Please print in a legible manner)*

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

1. **All applicants must complete one MANUAL fingerprint card** by going to a law enforcement agency or to a private fingerprinting service.

- ❖ List of approved private fingerprinting agencies:

<http://rccd.nv.gov/uploadedFiles/gsdnv.gov/content/FeesForms/DPS%20Website%20%20FP%20sites%203%2026%202018.pdf>

- ❖ List of Law Enforcement Fingerprint Sites:

[http://rccd.nv.gov/uploadedFiles/gsdnv.gov/content/FeesForms/Fingerprint\\_Information\\_and\\_Forms/Fingerprint%20Sites\\_GOVERNMENT.pdf](http://rccd.nv.gov/uploadedFiles/gsdnv.gov/content/FeesForms/Fingerprint_Information_and_Forms/Fingerprint%20Sites_GOVERNMENT.pdf)

2. Complete these information blocks on both cards, and make sure they are legible: **last, first, and middle names; signatures of applicant and official; residence** (complete address); **date of birth; place of birth; sex; race; height; weight; eyes; and hair color.**

**IMPORTANT** – In addition to the above information make sure you include the following information on the fingerprint cards in the sections noted below:

- 7. REASON FINGERPRINTED: **NRS 640D.110**
- 14. MISCELLANEOUS NO. (MNU): **150828**  
ORI: **NV0131700**

**Please ensure the fingerprint card used is an Applicant, FD-258 card.**

Cards without these information blocks completed are considered “incomplete” and will be returned to the applicant. Illegible cards will not be processed.

3. **Be sure** one fingerprint card is completed and the card is not folded, torn or damaged in any way **AND** the information blocks are complete and legible and the card is signed by the appropriate persons (applicant and official).

4. **Make a fingerprint processing fee payment out to the Department of Public Safety** for **\$36.25** via a business check, cashier’s check, or money order, U.S. Funds only. **NOTE: *Personal Checks will NOT be accepted.* You may be charged a separate fee in addition to the \$36.25 payment when you go get your fingerprints rolled.**

5. **MAIL THIS** completed form, the completed fingerprint card **AND** and the fingerprint processing fee payment to:

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**Music Therapist License by Endorsement Background Check Procedures**

*You Received a Background Check to Obtain your Out-of-State Music Therapy License*

If you currently hold an active music therapy license in good standing in another state or territory of the United States or the District of Columbia **AND** you had a fingerprint-based background check to obtain the license you **DO NOT** have to undergo a background check. As part of the online music therapist licensure application you will still be required to electronically sign the Civil Applicant Waiver section AND you will be required to upload a copy of this completed document with the box checked on page 3 indicating you received a background check to obtain your out-of-state music therapist license.

**OR**

*You were Not Fingerprint Based Background Checked when you Obtained your Out-of-State Music Therapist License*

In this case you **MUST** get background checked by following the steps outlined in numbers 1 to 5.

I hereby authorize the Division of Public and Behavioral Health to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

I attest, under penalty of perjury, that the information contained in this document and any accompanying material is true and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_