



Joe Lombardo  
Governor

## NEVADA HEALTH AUTHORITY DIVISION OF PURCHASING AND COMPLIANCE

727 FAIRVIEW DRIVE, SUITE E,  
CARSON CITY, NV 89701  
NVHA.NV.GOV



Stacie Weeks  
Director

Todd Rich  
Administrator

### BACKGROUND INVESTIGATION INSTRUCTIONS

Fingerprint background investigation is required for all owner/designee(s) of the following license types:

- An agency to provide personal care services in the home
- An agency to provide nursing in the home
- A facility for intermediate care
- A facility for skilled nursing
- Residential facility for groups
- A program of hospice care
- A facility for hospice care
- Homes for individual residential care
- A facility for the care of adults during the day
- A nursing pool
- Psychiatric residential treatment facilities
- Medical facilities such as hospitals that provide residential services to children
- Psychiatric hospitals that provide inpatient or residential services to children
- A facility for the treatment of abuse of alcohol or drugs that provide residential services to children
- Community health worker pool
- Peer support recovery organization
- Employment agencies that contract with persons to provide non-medical services related to elderly persons or persons with disabilities in the home
- Hospitals that:
  - Are federally designated as a long-term acute care hospital
  - Have a distinct part skilled nursing facility or nursing facility
  - Plan on providing swing-bed services
  - Provide residential services to children

#### STEP 1: Owner/Designee Background Investigation – Fingerprinting

All owner/designees for the license application must submit a completed fingerprint card. Livescan electronic fingerprints are recommended but are only available if you are physically in the state of Nevada. For a list of Nevada fingerprint locations visit <http://rccd.nv.gov/FeesForms/Fingerprints/>

**NOTE:** It is recommended to use private fingerprinting agencies rather than law enforcement, when available.

Out-of- state fingerprints require submission of a physical FD-258 fingerprint card, which can be obtained from most fingerprinting agencies. If submitting a physical fingerprint card, make sure to fill out the following sections and ensure they are legible: **Last, First, and Middle Names; Signatures of Applicant and Fingerprinting Official; Current Residence** (complete address); **Date of Birth; Place of Birth; Sex; Race; Height; Weight; Eyes, and Hair.**

**IMPORTANT** – Make sure the following information is included on the fingerprint card in the sections noted:

**ORI:** NV0131700

**OCA:** Your facility name with no spaces. Example: YourCareHome

**REASON FINGERPRINTED:** NRS 449.122

**MISCELLANEOUS NO. (MNU):** 150828



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If submitting Livescan electronic fingerprints, the fingerprint agency will collect and submit the NV DPS/FBI fees at the same time the fingerprints are transmitted. The fingerprinting agency will also collect a fee for its services.

If submitting physical (non-electronic) fingerprints, make sure an FD-258 “blue” card is used. Photocopies, facsimiles, etc., are not acceptable. If corrections are made, ensure that only black ink is used—no felt tip or colors. The card must not be folded, torn, or damaged in any way. Cards that are incorrectly completed or missing required information will either be returned or destroyed as being unable to process.

Payment must be attached when submitting a physical FD-258 card—failure to include payment will result in rejection of the card and further delay completing the license application process. Attached payment must be in U.S. funds and in the form of a business check, cashier’s check, or money order, payable to the Nevada Department of Public Safety. **Personal checks are not accepted.**

As part of your licensing checklist, you must sign, complete, and upload a copy of the Civil Applicant Waiver & Criminal History Form for each owner/designee submitting fingerprints. The waiver form is available for download from the licensing checklist, or from your HCQC licensing specialist. <https://nvdpbh.aithent.com>

Once the fingerprints have been processed and a background determination has been received from the Nevada Department of Public Safety, a letter of eligibility will be uploaded to your license application and emailed to the designee and/or administrator.

**IMPORTANT:** The letter(s) of eligibility must be kept on file at your facility, to be reviewed during periodic survey/audit.

#### STEP 2: After You Receive Your License

Apply for an account with the Nevada Department of Public Safety (DPS) to access the Nevada Automated Background Check System (NABS) for required fingerprinting of your employees, contractors, and temp workers. You will be required to provide a copy of your HCQC facility license and attach a copy of **NRS 449.123**—cite this statute where the application states, “**Authorized Use – Authority**”. <https://www.leg.state.nv.us/nrs/nrs-449.html#NRS449Sec123>

The Civil Applicant Account Application is available at <http://rccd.nv.gov/FeesForms/Fingerprints/>. The application may be emailed to [ap@dps.state.nv.us](mailto:ap@dps.state.nv.us). **Internet access is required to use NABS**, including the ability to scan/image and print documents.

**NOTE:** The ORI NV0131700, Reason Fingerprinted NRS 449.122 and Miscellaneous No. (MNU) 150828 are **only** used for the background check requirement to obtain your initial license. NABS applications utilize their own, unique information for those sections.

If you receive your new account welcome packet from DPS and still haven’t received a NABS login, email [bgcheck@dhhs.nv.gov](mailto:bgcheck@dhhs.nv.gov) or [pbhbgcheck@health.nv.gov](mailto:pbhbgcheck@health.nv.gov) or call 775-684-1030.