

ALiS

Centralized Licensing, Inspections and Complaints System (CLICS)

Institutions: County Jails, State Honor Camps and Juvenile Detention Centers - Consumer Instructions

To begin the licensing process, go to <https://nvdpbh.aithent.com/login.aspx> and then click on the Environmental Health tab (the last tab). Select "Apply for a Common Business Application":

The screenshot shows the ALiS login page. On the left, there is a 'USER LOGIN' section with fields for 'Login Name' and 'Password', a 'Forgot Login/Password' link, and a 'Login' button. Below this is a 'NEW APPLICANTS APPLY HERE' section with links for 'To apply for a Common Business Application: Click Here', 'To apply for a Temporary Food Permit: Click Here', and 'To Search for an Environmental Health Facility Licensee: Click Here'. The 'Common Business Application' link is circled in yellow. At the top, there are three tabs: 'HCQC', 'Child Care', and 'Environmental Health', with the latter circled in yellow. The main content area is titled 'Welcome to the online Permits and Renewals system for the Environmental Health Section:' and contains instructions for return and new users, a list of business application types, and contact information. At the bottom right, there are logos for accepted payment methods: VISA, MasterCard, echeck, and DISCOVER.

Initial Registration Page:

The screenshot shows the initial registration page. It is divided into three main sections: 'Facility Information', 'Mailing Address', and 'Online Account Information'. The 'Facility Information' section includes a note about Nevada Business ID and a 'Facility Name (DBA Name) *' field. The 'Mailing Address' section includes fields for 'Country *' (set to United States), 'Address *', 'City *', 'State/Province *' (set to Nevada), 'Zip *', 'Fax', 'Apt/Unit/etc.', 'County *' (set to -- Choose One --), 'Primary Phone # - Ext *', 'Primary-Email *', 'Alternate Phone # - Ext.', and 'Alternate E-mail'. The 'Online Account Information' section includes fields for 'Login Name *', 'Password *', and 'Re-type Password *', with a note that the password must be at least 8 letters long with at least one upper case letter and one number and one special character. At the bottom, there are three buttons: 'Reset', 'Register' (circled in yellow), and 'Back'.

You will need to fill out the following: You must complete all the fields with a red star (*)

- **Facility Name (DBA):** this should be the registered name of your business.
- **NV Business ID:** if you have a state business ID, enter it here. It would be “NV” followed by 11 numbers. This is not a required field.
- **Mailing Address Section:**
 - o Address is the street address where you receive correspondence for your business
 - o City/State/County/Zip: enter the appropriate values that go with the address
 - o Phone/Email: this should be the contact information to receive correspondence for your business
- **Account Information (Login):**
 - o The Login Name: can be anything using A-Z and 0-9. Take note of it before submitting the form so you don't forget.
 - o Password: must conform to the text in red, for example “MyBusiness.6” contains all the elements needed. Make the password something you can remember, but not easy to guess.
- When you are done with the form, click the **Register** button.

Application Types: County Jails, State Honor Camps and Juvenile Detention Centers

Select “Institutions” and then in the area that appears below select “County Jails, State Honor Camps, and Juvenile Detention Centers”.

When you are finished click the **Next** button.

The screenshot shows a web form with two main sections: 'Application Type' and 'Credential'.

Application Type *
Which application would you like to apply?
The form lists several options with radio buttons. The 'Institutions' option is selected and highlighted with a yellow circle.

- Food Establishment
- Cottage Food Registration
- Food Establishment Exemption
- Shellfish Distributor
- Bottled Water Distributor
- Certificates of Free Sale
- Farm to Fork Registration
- Public Bathing Place
- Public Accommodations
- Drug/Cosmetic Manufacturer
- Camping and Recreational Vehicle Park
- Institutions
- Sewage Programs

Credential

<input type="checkbox"/> PUBLIC, PRIVATE, AND CHARTER SCHOOLS: "SCHOOL" MEANS A CHARTER SCHOOL, PRIVATE SCHOOL OR PUBLIC SCHOOL AS DESCRIBE IN NEVADA ADMINISTRATIVE CODE (NAC) CHAPTER 444 FOR MORE INFORMATION ** THIS DEFINITION DOES NOT INCLUDE CHILD CARE FACILITIES.	N/A Endorsement
<input type="checkbox"/> CONSTRUCTION AND LABOR CAMPS: "CONSTRUCTION AND LABOR CAMPS" MEANS A CONSTRUCTION OR LABOR CAMP WHERE TEMPORARY FACILITIES ARE PROVIDED FOR CONSTRUCTION OR MIGRANT LABORERS. GENERALLY WHERE FIVE OR MORE PERSONS ARE EMPLOYED, BUNKHOUSES, TENTS OR OTHER SUITABLE SLEEPING PLACES MUST BE PROVIDED FOR ALL THE EMPLOYEES. THIS DEFINITION DOES NOT APPLY TO FACILITIES FOR PERMANENT FAMILY OR INDIVIDUAL OCCUPANCY, NOR TO FACILITIES OR PREMISES ASSIGNED TO AN EMPLOYEE FOR HIS OR HER EXCLUSIVE USE OR CONVENIENCE. THE APPLICATION OF THESE SECTIONS IS NOT INTENDED TO APPLY TO TEMPORARY RANCHING ACTIVITIES, INCLUDING BUCKAROOING OR THE ROUNDUP AND MOVING OF SHEEP AND CATTLE. [NAC 444.550].	N/A Endorsement

Continued:

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Requested Credential(s) : COUNTY JAILS, PRIVATE PRISONS

Entity Information — Address Information — Ownership Details — Additional Information — Questions — Attestation

Please review Information for accuracy. << Back Next >>

Business Entity Information

Nevada Business ID is issued by Secretary of State (SoS) through common business registration process using SilverFlume To find more details about common business registration process Click Here .This always begins with NV followed by 11 numbers.

Facility Name (DBA Name) *	Detention Center	NV Business ID	
Registered Name with Secretary of State (Legal/Business Name)		Ownership Type *	Others
Primary Contact First Name *	JOHN	Primary Contact Middle Name	Q
Primary Contact Last Name *	PUBLIC	Primary Contact Role *	Person in Charge
Primary Contact Email *	JohnQPublic@email.com	Primary Contact Phone *	775-687-7533

Hours Of Operations - COUNTY JAILS, PRIVATE PRISONS *

Day	Work Hours	From	To
Sunday	Open 24 Hours		
Monday	Open 24 Hours		
Tuesday	Open 24 Hours		
Wednesday	Open 24 Hours		
Thursday	Open 24 Hours		

Reset << Back Next >>

Address Information:

Most of the information in the mailing address section should appear based on what you have entered previously. The mailing address is where correspondence will be sent, however the physical address is also required for facility inspections. When you have entered these click the **Next** button.

Requested Credential(s) : COUNTY JAILS, PRIVATE PRISONS

Entity Information — Address Information — Ownership Details — Additional Information — Questions — Attestation

Please review Information for accuracy. << Back Next >>

Mailing Address

Copy From

Country *	UNITED STATES	Apt/Unit/etc.	
Address *	4150 TECHNOLOGY WAY	County *	HUMBOLDT
City *	CARSON CITY	State/Province *	NEVADA
Zip *	89511	Primary Phone # - Ext *	111-111-1111
Fax		Primary-E-mail *	NOEMAIL@NOEMAIL.CC
		Alternate Phone # - Ext.	
		Alternate E-mail	

Physical Address of Facility

Copy From

Country	UNITED STATES	Apt/Unit/etc.	
Contact Person		County *	HUMBOLDT
Address *	4150 TECHNOLOGY WAY	State/Province	NEVADA
City	CARSON CITY	Primary Phone # - Ext	111-111-1111
Zip	89511	Primary-E-mail	NOEMAIL@NOEMAIL.CC
Fax		Alternate Phone # - Ext.	
		Alternate E-mail	

Billing Address

Copy From

Country	UNITED STATES	Apt/Unit/etc.	
Contact Person		County	-- Choose One --
Address		State/Province	NEVADA
City		Primary Phone # - Ext	
Zip		Primary-E-mail	
Fax		Alternate Phone # - Ext.	
		Alternate E-mail	

Reset << Back Next >>

Ownership Details:

Select the **Add** button to add a new owner. You may not skip this section even if you previously entered all your information.

Entity Information — Address Information — **Ownership Details** — Additional Information — Questions — Attestation

«Back Next»

Ownership Information Add Delete

Please click 'Add' to add a new row.

«Back Next»

A popup will appear to enter details. It has the following fields:

- **First and Last Name:** enter the full first and last name of the owner
- **DOB:** enter the date of birth for this owner
- **SSN:** enter the social security number for this owner
- **% share:** enter the approximate percent of ownership of the company for this owner
- **Is Current:** leave this selected as “Yes”
- **Comments:** add any additional comments on the relationship of this owner to the business
- **Role:** select Owner, Partner, Director, or Other (if other, fill in the role)
- **Mailing Address Section:** This may be the personal mailing address of the owner, or it may be the mailing address of the business. Similarly, primary phone and email may be personal or business.

When you are done select the **OK** button. Repeat this process for any other owners. When you are finished, use the **Next** button.

Fields marked with asterisk (*) are required.

Ownership Detail

Last Name * [] First Name * []
DOB [] SSN []
% age Share [] Is Current Yes No
Comments []
Check all roles that are applicable
Role * Owner Partner Director
 Other

Mailing Address

Country * [United States]
Address * [] Apt/Unit/etc. []
City * [] State/Province * [Nevada] County * [-- Choose One --]
Zip * [] Primary Phone # - Ext * [] Alternate Phone # - Ext. []
Fax [] Primary-Email * [] Alternate E-mail []

OK **Close**

The fields with the red asterisk (*) are required

Additional Information:

The Additional Information section will be shown:

Requested Credential(s) : **COUNTY JAILS, PRIVATE PRISONS**

Entity Information — Address Information — Ownership Details — **Additional Information** — Questions — Attestation

<< Back Next >>

Additional Information - COUNTY JAILS, PRIVATE PRISONS

Complete the information that is applicable to your permit type. Leave blank if it not applicable.

Establishment Name *	Detention Center	FDA Certification #	
Responsible Entity Name *	John Q Public	Label count	
Number of drive up windows		Total number of rooms	
Camping spaces		Total number of vehicle	
Total number of workers		Close Date	
Open Date			

For which county you would like to register your business? *

CARSON CITY

Most of the new businesses require a plan review. Please click here to understand plan review requirements or give us a call (775) 687-7533.

Does your new business require a plan review? If you are not sure, please give us a call at (775) 687-7533 *

Yes No

What type of plan review fee do you own for new business? *

Full Plan Review Remodel Plan Review

Reset << Back **Next >>**

This information is extremely important for accurate records. It has a section for each license with the same fields:

The accuracy of this section will determine the fees charged at the end of the on-line application process.

- **Establishment Name:** This is the specific name (usually DBA name) for each license. They may be the same or different depending on how the business is structured.
 - o **Example: Carson City Juvenile Detention Center**
 - o **Example: Lyon County Honor Camp**
- **Responsible Person:** This should be the person-in-charge or owner of the establishment that will be present during an inspection.
- **Open Date and Close Date:** This is designed for seasonal establishments. You may enter the open (or expected open) date if known.
- **County:** Select the County that the business is located in. Do not select "All" unless instructed by staff.
- **Plan Review option:** make sure you understand if your license requires a plan review by staff; the answer may be "No", "Full review", or "Remodel" depending on your situation.

This page contains fields that are used by other programs. You may leave them blank if they are not applicable to the facility type.

When you are finished entering all the information for all licenses, click the **Next** button.

Questions:

This page displays a list of questions that must be answered regarding your facility. A hidden box may pop up requesting more information. **Detention Centers have no questions.** When you are finished select the **Next** button.

Requested Credential(s) : COUNTY JAILS, PRIVATE PRISONS

The screenshot shows a navigation bar with six steps: Entity Information, Address Information, Ownership Details, Additional Information, Questions (highlighted), and Attestation. Below the navigation bar are two buttons: '<< Back' and 'Next >>'. The main content area is titled 'Questions' and contains a table with two columns: '# Question' and 'Response'. The table has one row with the number '1' in the first column and the text 'Answer all questions. If no questions are listed, please click "Next".' in the second column. At the bottom of the content area are two buttons: 'Reset' and '<< Back Next >>', where the 'Next >>' button is circled in yellow.

Attestation and Electronic Signature:

Read the legal statements and agree by checking the box to the left. Enter your full name (this is your digital signature) and the current date. When you are done, select **Submit Application**.

Requested Credential(s) : COUNTY JAILS, PRIVATE PRISONS

The screenshot shows a navigation bar with six steps: Entity Information, Address Information, Ownership Details, Additional Information, Questions, and Attestation (highlighted). Below the navigation bar is a '<< Back' button. The main content area is titled 'Attestation' and contains a red heading 'You must check the following:'. There are two checkboxes, both of which are checked. The first checkbox is followed by a paragraph of legal text: 'The act of affixing and executing the following signature is made with the present intent to identify myself as the authorized person signing this document and with the present intent to authenticate my signature as such. I am declaring, under penalty of perjury, that the information I am about to submit to the Nevada Division of Public and Behavioral Health is true and correct, is not submitted for any improper purpose, and that I am authorized to submit the information. I understand it is unlawful to submit any illegal, unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by state and federal law, to the Nevada Division of Public and Behavioral Health, and agree to indemnify the Nevada Division of Public and Behavioral Health, and any other parties entitled thereto, for any damages incurred for any unlawful, unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by the federal and state law, submitted to the Nevada Division of Public and Behavioral Health by my use of this electronic filing system. I further understand that I may be subject to criminal and/or civil penalties for submitting any unlawful unauthorized, fraudulent, deceitful, forged, deceptive, defamatory, illicit, or improper information, as defined by federal and state law. I understand and agree that all information submitted is the property of the Nevada Division of Public and Behavioral Health, and may be monitored for all lawful purposes. I further understand that during such monitoring, all information, including personal information placed on this system, may be examined, copied, and used for any authorized purpose. I understand that I am responsible for any errors or omissions in the input of information and that I am also responsible for reviewing all information for completeness and correctness prior to submission. declare under penalty of perjury that the foregoing is true and correct.' The second checkbox is followed by the text: 'I hereby attest that the above information is true and correct. I have read, understand and agree to comply with the rules and regulations pertaining the the specific statutory type of entity for which this licensure application is made.' Below the text are two input fields: 'Name *' with the value 'John Q Public' and 'Date *' with the value '07/19/2017'. At the bottom of the content area are two buttons: 'Submit Application' (circled in yellow) and '<< Back'.

Fees: NO Fees for Detention Centers.

IMPORTANT NOTICE: YOU ARE NOT DONE YET

Checklist: Applications and Documentation

Upon completion of the payment submission the site will guide you to the checklist and you will need to add your applications and other documentation. Note your transaction number in bold. There is also the option to print the payment receipt (which is also emailed) and the application summary for your records.

Below is the list of items that need to be completed for the selected licenses. Some items may be optional depending on your situation. Examine each item carefully and if needed, click the "Documents" link in the View/Attach column on the right side to upload a document for staff review. When you do this, a popup will appear with directions on how to upload your document(s).

Confirmation

YOUR APPLICATION IS NOT COMPLETE AND A PERMIT CANNOT BE ISSUED UNTIL THE APPLICATION AND OTHER REQUESTED DOCUMENTS ARE ATTACHED BELOW.

IF THERE IS NO CHECKLIST OR DOCUMENTS ATTACHMENT SECTION HERE YOU ARE NOT REQUIRED TO ATTACH A DOCUMENT.

Thank you for using our online services. Your **Institutions** has been submitted to **Environmental Health Section** program of NV DPBH. Your online transaction number is **178321**. If we need any additional information; we will contact you.

The payment receipt has been sent to: NOEMAIL@NOEMAIL.COM

If you would like to print your payment receipt: [click here](#)

To view the application summary: [click here](#)

Checklist

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Credential Type	Item	View/Attach	Item Status
1	All	Additional supporting documents	Documents (0)	N/A
2	COUNTY JAILS, PRIVATE PRISONS	Plan drawn to scale	Documents (0)	N/A

[Return to Home](#)

[Logout](#)

When all required items are uploaded and/or reviewed, your application will be processed.

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Returning to complete an application:

To return to your account to complete an application or manage your licenses, return to the site and then enter your user name and password and then click the **Login** button:

The screenshot shows the 'Online Licensing System' login page. At the top, there is a header with the Nevada Department of Health and Human Services logo, the text 'DEPARTMENT OF HEALTH AND HUMAN SERVICES NEVADA DIVISION OF PUBLIC AND BEHAVIORAL HEALTH (DPBH)', and the 'ALiS' logo. Below the header is a navigation menu with buttons for 'HCQC', 'Emergency Medical Services', 'Environmental Health' (highlighted in yellow), 'Child Care', and 'Medical Marijuana'. A red note states: 'PLEASE NOTE: For optimal use of the Online Licensing System, we recommend using Internet Explorer 9-11, Safari 5.0 and Firefox 26-40. Please do NOT use Google Chrome.' The main content area features a 'USER LOGIN' section with a yellow circle around the 'Login Name' and 'Password' input fields and the 'Login' button. Below this is a 'NEW APPLICANTS APPLY HERE' section with links for 'Common Business Applications', 'Temporary Food Permit', and 'Environmental Health Facility Licensee'. A right-hand column contains a 'Welcome' message and a link to 'Apply for a new restaurant License'. At the bottom, there are contact details and logos for accepted payment methods: VISA, MasterCard, and echeck.

You will see a menu on the left side: **Click on "View Pending Online Application(s)".**

The screenshot shows a user dashboard menu. At the top, there is a 'Contact Information' section for 'Chuck's Steakhouse' with address, phone, and email details. Below this is a section titled 'WHAT DO YOU WANT TO DO?' with a list of menu items. The item 'View Pending Online Application(s)' is highlighted with a yellow circle. Other items in the list include 'Renew', 'Apply for New License', 'Statement of Deficiency/OOC', 'Pay Invoice(s)', 'Remodel', 'Change Contact Information', 'View Credential(s)', and 'Change Password'.

You will see a list of applications for review. Select "View Details" for the application you want to look at:

Pending / Incomplete Online Application(s)

Application Type	Transaction #	Date	Current Step	Application Summary	View Details	Action
Institutions	178319	07/19/2017	Review by State	Application Summary	View Details	Withdraw
Institutions	178318	07/19/2017	Review by State	Application Summary	View Details	Withdraw

Now you will see the check list again where you can review the status of each item and attach additional documents if needed:

Application Details

Application Type	Transaction #	Current Step
Institutions	178321	Review by State

Checklist

If you have scanned copy of supporting documents, please click on the Documents link to upload.

Item #	Credential Type	Item	View/Attach	Item Status
1	All	Additional supporting documents	Documents (0)	N/A
2	COUNTY JAILS, PRIVATE PRISONS	Plan drawn to scale	Documents (0)	N/A

[Back To Pending Application List](#)