



DEPARTMENT OF BUSINESS AND INDUSTRY
MANUFACTURED HOUSING DIVISION

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mhd.nv.gov

INSTRUCTIONS FOR OBTAINING FINGERPRINTS

Pursuant to the provisions in the NRS 489.321 (1)(d) and NRS 489.341 (1)(d), all applicants are required to submit a complete set of fingerprints for the purpose of conducting a criminal background check. There are two ways to submit your fingerprints.


1. Electronic Submittal

For a list of authorized fingerprint agencies in Nevada that electronically transmit fingerprints, go to: http://nvrepository.state.nv.us/Fingerprint/forms/fingerprint_sites.pdf

Fees may vary according to the authorized vendor you choose. Please take this form to the fingerprint agency.

- ORI: NV920360Z
- MISCELLANEOUS NO. MNU: 880142 *This is a non-billable account*
The applicant must pay the fingerprinting agency directly.
- REASON FINGERPRINTED:
 - NRS 489.321 - If applying for a Serviceperson, Dealer or Manufacturer’s License
 - NRS 489.341 - If applying for a Salesperson or RME for a Dealer License

To be completed by the Fingerprint Agency

NAME OF FINGERPRINT AGENCY: _____	
FINGERPRINTS OF _____ HAVE BEEN TAKEN AND SENT TO THE NEVADA CENTRAL REPOSITORY.	
DATE: _____	TCN#: _____
SIGNATURE OF FINGERPRINT REPRESENTATIVE: _____	

All applicants who do not reside in the State of Nevada or live in a rural area where a Department of Public Safety authorized fingerprint agency is not available, you must obtain your fingerprints in the following manner:

- 2. Manual Submittal** –Contact your local law enforcement agency to determine their fingerprinting fees and scheduling process. When submitting your application packet to the Manufactured Housing Division, include the fingerprint card *and* a cashier’s check or money order, made payable to the Department of Public Safety (DPS), for **\$40.00**. A personal check will not be accepted. The hard copy manual submittal process can take 3 to 4 weeks.

Please submit this form with your application packet.