



## Fingerprinting

### **NOTICE: (Prints are valid for 90 days)**

As of July 1st 2010, The Nevada Real Estate Division will only accept verification of finger prints with a submission date of no more than 90 calendar days prior to the application date. Applicants who have completed prints more than 90 days prior may be required to complete a current set of prints and submit for a current background check.

Obtaining your fingerprints and commencing your background check early will ensure your ability to activate your license in the quickest method possible. There are two approved methods to obtain the required fingerprints and start the Nevada Real Estate Division required background check. Key Realty School recommends that students who elect to complete the fingerprint and background submission out of Nevada follow the directions within the “Hard Copy” section. Students who elect to complete the fingerprint and background submission in Nevada follow the directions within the “Electronic” section.

### **HARD COPY:**

When the applicant submits the **hard copy** cards, they must pay with a CASHIER CHECK or MONEY ORDER in the amount of \$51.25 and make the instrument payable to the **DEPARTMENT OF PUBLIC SAFETY**. The applicant attaches the prints to their application or sends the prints to the division in advance of the application. The division will forward the prints and fee to DOPS. (Complete and attach the Division form when submitting the prints)

Mail the Fingerprints, Fees and Division form to: Nevada Real Estate Division, 2501 East Sahara #102, Las Vegas NV 89104.

NOTE: Students outside of Clark County Nevada should complete two fingerprint cards at a sanctioned fingerprint center such as a police station.

### **ELECTRONIC:**

When the applicant is **electronically** submitting the finger prints, the vendor they chose will collect the fee of \$40.25 and submit the fingerprints with the fee to the Nevada Real Estate Division. The recommended electronic fingerprint centers in Nevada are:

#### SOUTHERN NEVADA:

Fingerprinting Pros  
2620 S MARYLAND PARKWAY  
SUITE 17 LAS VEGAS, NV 89109  
PHONE: (702) 734-2665

Located on the Southeast corner of Maryland Parkway and Sahara in the Sahara Towne Square/Smith’s Shopping Center.

Cost: \$60 for Real Estate Division Fingerprinting

Hours: Monday – Friday from 8:00am – 5:00pm

Fingerprints are recorded using inkless, state of the art electronic fingerprinting equipment.

- ACCEPT CASH, CREDIT/DEBIT CARDS, AND VOUCHERS FOR THE FINGERPRINTING FEE

#### NORTHERN NEVADA:

PSI Testing Center  
1755 East Plum Lane #108  
Reno NV 89502  
PHONE: (800) 733-9267

Call for hours that fingerprints are completed.

State of Nevada  
Department of Business and Industry  
Real Estate Division

## Verification of Fingerprints Submitted

The fingerprints of the named applicant have been taken and forwarded electronically to the Nevada Department of Public Safety:

Name (Please print) \_\_\_\_\_

Date of Birth (mo/day/year)\_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Address (Street)\_\_\_\_\_

City\_\_\_\_\_ St \_\_\_\_\_ Zip\_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Type of License (check one):

\_\_\_\_\_ Real Estate (salesman, broker-salesman, broker)

\_\_\_\_\_ Appraisal (licensed, certified, Intern)

\_\_\_\_\_ Timeshare sales agent

\_\_\_\_\_ Inspector of Structures

\_\_\_\_\_ Community Manager

\_\_\_\_\_ Qualified Intermediary \_\_\_\_\_ Business Broker Permit

***By this signature, I authorize my fingerprints to be submitted to the Nevada Criminal History Repository and the Federal Bureau of Investigation for a criminal background report.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**For Office Use Only**

**Date Prints Submitted:** \_\_\_\_\_

**Processed by:** \_\_\_\_\_