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 that 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.
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

For Office Use Only

Date Prints Submitted: ______________

Processed by: ________________________