



DEPARTMENT OF BUSINESS AND INDUSTRY  
**MANUFACTURED HOUSING DIVISION**

1830 E. College Pkwy, Suite 120  
Carson City, NV 89706  
(775) 684-2945 • Fax: (775) 684-2949  
mhd.nv.gov

**INSTRUCTIONS FOR OBTAINING FINGERPRINTS**

Pursuant to the provisions in 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**

See attached list of fingerprint agencies. Fees may vary according to the authorized vendor you choose. This form must be signed by the fingerprint agency and then submitted with your application packet. The electronic submittal process can take up to 3 to 4 weeks.

- 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 (2) FBI fingerprint cards *and* a cashier’s check or money order, made payable to the Department of Public Safety (DPS), for **\$38.25**. A personal check will not be accepted. Do not forget to sign the fingerprint card on the appropriate line in the upper left corner. The hard copy manual fingerprint card submittal process can take up to 4 to 5 weeks.

**Please submit this form with your application packet.**

**Privately Owned Fingerprint Agencies Known to  
General Services Division  
UPDATED 01/16/2015**

The following private fingerprint sites have met the technical security requirements to electronically transmit fingerprints to the Nevada Department of Public Safety via the approved Nevada Gateway (MorphoTrust Enrollment Services Division). This page is not an endorsement or certification of these businesses by DPS.

"Caution" referrals from the following state agencies should visit the respective agency's website for a list of their authorized sites.

Nevada Gaming Control Board  
Nevada Real Estate Division  
Nevada Division of Insurance

**Clark County**

Accutest (ESD Partner site) – Las Vegas  
9187 West Flamingo Ste #110  
Las Vegas NV 89147  
1-877-472-6916  
[www.accutestnv.com](http://www.accutestnv.com)  
Currently submitting electronically to DPS

American Fingerprint LLC  
1201 S. Jones Blvd Ste 103  
Las Vegas, NV 89146  
702-822-1590  
[www.lasvegasfingerprinting.com](http://www.lasvegasfingerprinting.com)  
Currently submitting electronically to DPS

B&D Fingerprinting Services  
800 N. Rainbow Blvd Executive Suite 175  
Las Vegas NV 89107  
702-485-5256  
[www.bdfingerprinting.com](http://www.bdfingerprinting.com)  
Currently submitting electronically to DPS

Burton Studios  
6235 S Pecos Rd Suite 107  
Las Vegas NV 89120  
702-456-9190  
Currently submitting electronically to DPS

Express eElectronic Fingerprinting Services (ELFSNV)  
Mobile fingerprinting by appt. only  
702-856-6335  
WWW.ELFSNV.COM  
Currently submitting electronically to DPS

Fingerprinting Pros  
2620 S Maryland Parkway Ste 17  
Las Vegas NV  
702-734-2665  
www.fpproslv.com  
Currently submitting electronically to DPS

Four Sisters DBA Mobile Fingerprinting Services  
10733 Del Rudini St  
Las Vegas NV 89141  
702-436-5076 must make an appointment  
mobilefingerprintinggov.com  
Currently submitting electronically to DPS

Prints, Pics 'N' More  
3510 E. Tropicana Ave Ste K  
Las Vegas NV 89121  
702-476-6900  
Currently submitting electronically to DPS

**Elko County**

A-1 Alcohol & Drug Collection  
1098 Lamoille Hwy Ste 5  
Elko NV 89801  
775-738-6973  
Currently submitting electronically to DPS

**Washoe County**

Fingerprinting Express  
1320 E Plumb Lane Ste A  
Reno NV 89502  
775-322-5587  
[www.FingerprintsReno.com](http://www.FingerprintsReno.com)  
Currently submitting electronically to DPS

Martin Ross & Associates  
350 South Rock Blvd #200  
Reno NV 89502  
775-336-4440 must make an appointment  
[www.martinrosssecurity.com](http://www.martinrosssecurity.com)  
Currently submitting electronically to DPS

Quick Prints Inc  
8670 Technology Way  
Reno NV 89521  
775-682-3535  
Currently submitting electronically to DPS

The UPS Store #3120  
10580 N. McCarran Blvd #115  
Reno NV 89503  
775-746-3988  
Currently submitting electronically to DPS  
[www.theupsstorelocal.com/3120](http://www.theupsstorelocal.com/3120)