



DEPARTMENT OF BUSINESS AND INDUSTRY
 NEVADA HOUSING DIVISION
MANUFACTURED HOUSING
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INSTRUCTIONS FOR OBTAINING FINGERPRINTS

This form must be submitted with your application packet.

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** - To find a list of currently approved privately owned fingerprint agencies, go to the Department of Public Safety website at:
<http://rccd.nv.gov/uploadedFiles/gsdnvgov/content/FeesForms/DPS%20Website%20%20F%20sites%203%2026%202018.pdf>

This form must be signed by a representative of the fingerprint agency and submitted with your application packet.

- 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 approved 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 Manufactured Housing , include (2) FBI fingerprint cards and a cashier’s check or money order, made payable to the Department of Public Safety (DPS), for **\$36.25**. A personal or company check will not be accepted. Do not forget to sign the fingerprint card on the appropriate line in the upper left corner.