



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

1535 Old Hot Springs Rd, Suite 60  
 Carson City, Nevada 89706  
 (775) 687-2060 • Fax: (775) 687-5521  
[www.mhd.state.nv.us](http://www.mhd.state.nv.us)

**Renewal Application for a Responsible Managing Employee for a Serviceperson**

To maintain an active license, you must submit **all** of the following items prior to your expiration date.

1.	This Renewal Application and Child Support Affidavit (see below)
2.	Fee of <b>\$250.00</b>
3.	Proof of 8 hours of continuing education. To utilize alternative educational courses such as; OSHA classes, vendor demonstrations, college courses, or industry related seminars or conferences, please contact our office for course approval. To review a list of approved online classes go to: <a href="http://mhd.state.nv.us/CE.htm">mhd.state.nv.us/CE.htm</a> .
4.	Two current passport photos. These can be obtained at the post office, most drug stores, photos studios or fingerprinting agencies.

If the **complete** renewal application is received after the expirations date, your license is expired and you must cease all business activities related to manufactured housing.

You may choose to have your license reinstated by submitting a **complete** renewal application, including the late renewal fee of \$325.00. If the **complete** renewal application to reinstate your license is not received 30 days after your expirations date, you must retake and pass the applicable examination and submit a new application including fees required for a new license.

**\*Please note that it is unlawful to work with an expired license. If your license expires, you cannot work until your license is renewed, reinstated, or a new license is issued. Working with an expired license may subject you, your business, and each individual licensee to disciplinary action by the Division.**

**Child Support Affidavit**

Pursuant to NRS 425 professional or occupational licenses, certificates, or permits may be denied or restricted if back child support is owed by the person holding the license. All licenses issued by the Manufactured Housing Division are subject to this new requirement mandated by the federal government of all states including Nevada.

Please mark the appropriate response.

\_\_\_\_\_ I am not subject to a court order for the support of a child.

\_\_\_\_\_ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

\_\_\_\_\_ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Date: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

MHD License #: \_\_\_\_\_ Current Contact Number: \_\_\_\_\_

Print Name of Licensee: \_\_\_\_\_

Signature of Licensee: \_\_\_\_\_