



How to submit a State of Nevada “NV” Identification File Request (or Criminal Background Check) directly to NDPS (available for manual processing only):

- **Use DPS Form-006 to obtain a NV Identification File Request** (for Criminal Background Check): <http://nvrepository.state.nv.us/Criminal/forms/DPS-006%20Form.pdf>. **(Note: To request that your results of the fingerprint background check be sent to a third party, please complete the section labeled “Respond To (agency)” on this form.)**
- **Obtain a set of your fingerprints using standard ten-print Applicant Fingerprint Card (FD-258):** <http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form-fd-258>.
 - Refer to our website at www.nvrepository.state.nv.us for a list of fingerprint sites and/or law enforcement locations and contact information at <http://nvrepository.state.nv.us/fingerprints.shtml>
 - Refer to “sample” Applicant fingerprint card for minimum required information:
<http://nvrepository.state.nv.us/fingerprint/forms/CivilApplicantCard.pdf>.
- Satisfactory proof of identity is defined as name, date of birth and a set of rolled fingerprints on a standard ten-print Applicant Fingerprint Form.
- **Submit payment of \$21 for each request via:**
 - **Money Order, Cashier’s Check, or business checks made payable to the Department of Public Safety Records Bureau will be accepted.**
 - Personal checks or cash will not be accepted.
 - Credit card payments are not being accepted at this time.
- **Mail the required items listed above**—signed identification file request, ten-print Applicant Fingerprint Card, and payment of \$21 U.S. dollars for each person or copy requested—to the following address:

**Department of Public Safety
Records and Technology Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706**

- Although NDPS employs the most efficient methods for processing these requests, processing times may take approximately 30 days depending on the volume of requests received.
- Responses will have one of two results.
 - If no record found, then you will receive a “Negative” Report.
 - If any record(s) found, then you will receive a “Positive” Report along with your Identification File or “rap sheet”.

If you have any questions, please call for customer service at (775) 684-6262.



How to submit an **FBI Identification Record Request (or Criminal Background Check)**

- **Directly to FBI (for manual processing):** <http://www.fbi.gov/about-us/cjis/background-checks/submitting-an-identification-record-request-to-the-fbi>
 - Complete the Applicant Information Form (1-783, Revised 1-31-10): <http://www.fbi.gov/about-us/cjis/background-checks/applicant-information-form>. **Note:** *To request that your results of the fingerprint background check be sent to a third party, please complete the section labeled "Mail Results to Address" on this form.*
 - Obtain a set of your fingerprints using standard ten-print Applicant Fingerprint Card (FD-258): <http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form-fd-258>.
 - Refer to the NDPS website at www.nvrepository.state.nv.us for a list of fingerprint sites and/or law enforcement locations and contact information.
 - Satisfactory proof of identity is defined as name, date of birth and a set of rolled fingerprints on a standard ten-print Applicant Fingerprint Form.
 - Submit payment of \$18 for each request via:
 - Money Order made payable to the Treasury of the United States or
 - Credit Card Payment Form: <http://www.fbi.gov/about-us/cjis/background-checks/credit-card-payment-form>.
 - Cash, personal or business checks will not be accepted.
 - Review the FBI Identification Record Checklist to ensure that you have everything needed to process your request: Submit payment of \$18 for each request via: <http://www.fbi.gov/about-us/cjis/background-checks/fbi-identification-record-request-checklist>.
 - Mail the required items listed above—signed applicant information form, ten-print Applicant Fingerprint Card, and payment of \$18 U.S. dollars for each person or copy requested—to the following address:

**FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306**

- Although the FBI employs the most efficient methods for processing these requests, processing times may take approximately eight (8) weeks depending on the volume of requests received.
- **Via an FBI-approved Channeler (for electronic processing):** <http://www.fbi.gov/about-us/cjis/background-checks/fbi-approved-channelers>

In either case, if the FBI finds no record, you will receive a “no record” response. If you do have a criminal history record on file, you will receive your Identification Record or “rap sheet.”