



Records and Technology Division
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CIVIL APPLICANT ACCOUNT APPLICATION AND CHECKLIST

All applications must be completed in full with required documents included at the time of submission. Incomplete applications will be returned unprocessed. Only original applications are accepted. NO FAXED COPIES WILL BE ACCEPTED.

- Application completed in full.
- A copy of your current Nevada State business license issued by the Secretary of State. If you need to obtain a copy or apply for a Nevada State business license, please visit www.nvsos.gov. Click on the Business Center tab, choose State Business License and follow the instructions on the website.
- A copy of your Federal Tax ID letter issued by the IRS when you established your business. (Excludes Sole Proprietorships that are using Social Security Numbers.) If you did not retain a copy of this important document, you may call the IRS Customer Service Line at (800) 829-0115 for assistance.
- A copy of the NRS, local ordinance or executive order which allows you to request fingerprints.
- If you are you applying to use NRS Chapter 449, you must attach a copy of license issued by the Health Division, Bureau of Health Care Quality & Compliance.

If you have volunteers working with children 16 years and younger, you may be eligible for funds established by the trust account per NRS 179A.140. If you qualify for these trust funds you will need to provide:

- A copy of your 501(c)(3) issued by the **IRS** if applicable (*Provide this only if you have qualified volunteers working directly with children 16 years and younger.*)

NOTE: You will be notified in writing when your account has been established

