



December 5, 2008

INSTRUCTIONS FOR REQUESTING LIVESCAN CONNECTION

Thank you for expressing an interest in electronically transmitting LiveScan transactions to the Nevada Department of Public Safety (NDPS)—either directly to NDPS or indirectly via IBT—in order to take advantage of the lower FBI electronic processing fees. This electronic processing also provides for a quicker response time of approximately 1 week for both State & FBI as opposed to estimated 6-8 weeks due to the FBI's work load of processing manual fingerprint cards for government agencies or state sites.

The LiveScan Connection Request packet includes the following documents and corresponding procedures prescribed by the Division required for prompt processing of your request.

- 9 **Notice to LiveScan Customer** – This document identifies the hardware and service specifications that are required **prior** to establishing a connection directly to the NDPS or indirectly via IBT.
- Adherence to these requirements will be verified by a security assessment either physically verified or minimally documented before connection will be granted. If these requirements are not met, your connection will be delayed and reprioritized upon subsequent fulfillment of these requirements satisfactorily to the NDPS LiveScan Coordinator. Once these requirements are met, connection to NDPS will be permitted either by the NDPS Information Security Officer (*for any law enforcement or State agencies*) or the IBT Southwest Regional Manager (*for any local government agencies or private sector entities, including fingerprinting services*).
 - Original drawings, including Security Assessment, will be required to be submitted and approved only after successful review of the completed LiveScan Connection Request Form and/or New Account Application for Civil Applicant Program.
 - Continuous compliance is required to maintain connection to NDPS. If it is later evident that compliance to these requirements are not maintained during a subsequent audit, your agency shall be subject to sanctions issued by the State, leading up to and including connection termination.
 - Any changes of LiveScan contact(s) and any system changes (i.e. any updates/upgrades to your livescan device, software, interface, network, firewalls, IP address) **MUST** be reported to a NDPS Livescan Coordinator **prior** to the changes being made, regardless of how minor they may seem, in order to prevent any interruption to electronically transmitting Livescan transactions.

9 **Sample Civil Applicant Program Fingerprint Card** – This information is provided for your convenience only and is also available at our website referenced below.

9 **Livescan Connection Request Form**

- o MUST be completed and signed by the Project Manager and/or include the signature of the appropriate authority of the requesting LiveScan agency
- o MUST be returned to a NDPS LiveScan Coordinator in **one** of the following manners:
 - Via email attachment as scanned document only if NO DPS-account forms are required
 - Via regular mail if NDPS-account forms are also required

9 **New Account Application** for Civil Applicant Program – This NDPS-account form MUST be completed and returned only if the requesting LiveScan agency does not already have an “active” account with NDPS. (*Note: If a NDPS-account already exist for the requesting LiveScan agency and current contact information needs to be updated, please request a Change Form for Civil Applicant Program from a NDPS LiveScan Coordinator.*)

Please direct all correspondence to the attention of Erica Souza, Livescan Coordinator, to prevent any unnecessary processing delays. You may also contact one of the other NDPS Livescan Coordinators identified below if you should have any questions.

Sincerely,
Stan Shafer & Erica Souza
DPS Livescan Coordinators

Direct Contact Information

DPS LiveScan Coordinators:

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