

Print Waiver Document from the Board Website *
Complete the three (3) page Waiver Document

Take the completed
Waiver Document to a
local fingerprint vendor

If you are **PHYSICALLY**
in Nevada
(excluding rural communities)

Your fingerprints will be submitted to the
NV DPS electronically
See notes on costs below.

Scan and email the three (3) page waiver
Document and Receipt to the Board **

COSTS for Electronic Submission

*You will pay between \$60.00 and \$80.00
because you are paying the processing fee to
the FP vendor. If your cost is less than \$30.00
then double check that the FP have been sent
to NV DPS ELECTRONICALLY.*

* Website - Licensing - New Applicants.
It will be the third link under each licensing
category
** slowery@besw.nv.gov
*** Board of Examiners for Social Workers
4600 Kietzke Lane, #O-264
Reno, NV 89502

If you are **NOT PHYSICALLY** in Nevada
or live in rural Nevada.
*FP images cannot be submitted across state lines.
Most law enforcement offices cannot submit
electronically.*

You will need two (2) fingerprint cards (FD-258).
See notes on costs below.

Obtain a **MONEY ORDER** for \$40.25
made out to NV DPS

Mail your Fingerprint Packet to the Board ***
1. Two (2) FP cards
2. Waiver Document
3. Money order

COSTS for Paper Submission

*You will pay between \$20.00 and \$40.00 to
the FP vendor and they will give you two (2)
FP cards. You then obtain a money order to
have the FPs processed.*



State of Nevada

Board of Examiners for Social Workers

4600 Kietzke Lane, #O-264, Reno, NV 89502

(775) 688-2555

FINGERPRINT REQUEST FORM

Please provide this form to the fingerprint technician/official at the time the fingerprints are taken to ensure that all fields contain the required/authorized information needed for processing. **Applicants without a Fingerprint Request Form or with an incomplete Fingerprint Request Form may be denied fingerprinting until all applicable information is received.**

Fingerprint technician, please ensure that you see photo ID for identity verification purposes prior to fingerprinting.

Applicant Information:

Name (Last, First, MI): _____

Address: _____

City, State and Zip: _____

Date of Birth: _____ Place of Birth: _____

SSN or ITIN: _____ Email: _____

Sex		Race		Height	
Weight		Eyes		Hair	

Authorized Entity Information:

Applicant is Responsible for ALL Fees (fingerprinting and submission to NV DPS)

Account Number (MNU): 881161 ORI: NV920640Z

Reason Fingerprinted (NRS or Public Law) NRS 641B.202

Submit Fingerprints to NV DPS via **Electronic** Live Scan:

- "Yes", if physically in Nevada and vendor can submit electronically to NV DPS, or
- "No" if physically not in Nevada at the time of fingerprinting OR if the FP vendor can't submit the fingerprints electronically to NV DPS, then please print hard cards and return them to applicant for manual submission. *Fingerprint cards must be completed in BLACK ink.*

Signature of Authorization: Sandra Lowery, LCSW, LCADC

(Signature of Employer or Authorized Entity requesting fingerprints)

Board of Examiners for Social Workers



Nevada Department of
Public Safety
Fingerprint Background Waiver

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

1. You must be notified by Board of Examiners for Social Workers (*name of requesting agency*) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. **Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
3. **Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI and/or the Central Repository for Nevada Records of Criminal History may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
4. **Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI and/or Central Repository for Nevada Records of Criminal History, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.
5. If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record. The procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at, 28 CFR 16.34 provides for the proper procedure to do so.

Applicant:

Initial

Date

