



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES  
BUREAU OF SERVICES FOR CHILD CARE  
4150 TECHNOLOGY WAY – 3<sup>RD</sup> FLOOR  
CARSON CITY, NEVADA 89706  
Phone (775) 684-4463 Fax (775) 684-4464  
[http://www.dcfhs.state.nv.us/DCFS\\_ChildCare.htm](http://www.dcfhs.state.nv.us/DCFS_ChildCare.htm)**

**FINGERPRINTING PROCESS INSTRUCTIONS**

- STEP 1:** Complete Consent and Release Form for Fingerprinting and Criminal History Review. Be sure to sign the second page. Forms are available from your place of employment or the Bureau of Services for Child Care.
- STEP 2:** Have fingerprints rolled locally. Take the following documents to the local law enforcement agency:
1. Cash payment for rolling/scanning prints (check with local agency for amount).
  2. Personal picture identification.
  3. Two fingerprint cards completed as required (see instructions-do not bend or fold). Your signature must be completed in the presence of the law enforcement agency.
  4. Consent and Release Form for Fingerprinting and Criminal History Review. Local law enforcement agency will need to sign the bottom of this form.
- STEP 3:** Purchase a money order for \$51.25 payable to Nevada Department of Public Safety.
- STEP 4:** Mail the money order and the two fingerprint cards to:
- STATE OF NEVADA DEPT OF PUBLIC SAFETY  
CRIMINAL HISTORY REPOSITORY  
333 WEST NYE LANE, SUITE 100  
CARSON CITY, NV 89706
- STEP 5:** Mail the Consent and Release Form for Fingerprinting and Criminal History Review to:
- ATTN: ALICIA MAZY  
STATE OF NEVADA  
BUREAU OF SERVICES FOR CHILD CARE  
4150 TECHNOLOGY WAY, 3<sup>RD</sup> FLOOR  
CARSON CITY, NV 89706
- STEP 6:** The Bureau will notify the facility of the applicant's background clearance status.