

**BUREAU OF SERVICES FOR CHILD CARE  
4180 S. PECOS RD., SUITE #150  
LAS VEGAS, NV 89121  
702-486-6607 FAX: 702-486-6660**

**FINGERPRINTING INSTRUCTIONS FOR  
CHILD CARE PROVIDERS IN THE  
CITY OF HENDERSON**

Step 1: Complete the CONSENT AND RELEASE FORM FOR FINGERPRINTING AND CRIMINAL HISTORY REVIEW

Form available from your place of employment or the Bureau of Services for Child Care.

You must be currently employed in a child care facility OR have a business address before you are eligible to be fingerprinted.

Step 2: Purchase a money order for \$51.25 payable to:  
NEVADA DEPARTMENT OF PUBLIC SAFETY

Also - \$10.00 is payable to the Henderson Police Department and may be in the form of cash.

Step 3: The Henderson Police Department is located at:  
223 Lead Street, Henderson, NV 89015  
Phone: 267-4720  
Hours: Monday through Thursday 9:00 am – 4:00 pm (Closed Friday)

Step 4: Upon completion of fingerprinting it is imperative that **both pages** of the CONSENT AND RELEASE FORM FOR FINGERPRINTING AND CRIMINAL HISTORY REVIEW stamped by the Henderson Police Department is returned to the Bureau within 5 working days from the date of fingerprinting. When the clearance reports are received from the FBI and NDPS, the Bureau will send a clearance notification to the facility for the employee or applicant printed.

**MAIL A COPY OF THE CONSENT AND RELEASE FORM FOR FINGERPRINTING AND CRIMINAL HISTORY REVIEW TO:**

**BUREAU OF SERVICES FOR CHILD CARE  
ATTN: BACKGROUND INVESTIGATIONS  
4180 S. PECOS RD., SUITE #150  
LAS VEGAS, NV 89121**