



INSTRUCTIONS FOR COMPLETION OF FINGERPRINT REQUEST FORM AND FINGERPRINT CARDS

You may submit your fingerprints ahead of your application for licensure. However, you **MUST** mail in both the FINGERPRINT BACKGROUND WAIVER FORM and the FINGERPRINT REQUEST FORM. **If both completed and signed forms are not received, your application will be delayed!**

OPTION #1: Manual Hard Copy Card Submitted Prints

1. All applicants must submit **TWO (2)** fingerprint cards (standard FD-258 hard card) either provided by NSBAT or acquired from any law enforcement agency. The cards must have **ALL** information typed or printed in black ink. The Department of Public Safety will not accept fingerprints on plain paper. If you use cards from another law enforcement agency, the hard cards must be white with blue lines and **include the following information on BOTH fingerprint cards:**

Reason Fingerprinted:
NRS640B.310

Miscellaneous No. MNU:
881086

ORI: NV0131700
ST HWYPAT
CARSON CITY, NV

2. Complete **ALL** highlighted and requested information blocks on the **FINGERPRINT REQUEST FORM** and on both cards. Cards without all information blocks completed are considered “incomplete” and will be returned to the applicant. The descriptive information must be complete and legible, especially the social security number and date of birth. **Please see example card in this document. All information blocks that are highlighted are required.*
3. Any law enforcement agency (highway patrol, police, sheriff) can place your fingerprints on the cards and complete the remaining required information. Please take the completed **FINGERPRINT REQUEST FORM** with you when you get fingerprinted. Fingerprinting may also be done by a medical facility that has the appropriate equipment and staff trained/certified by the State of Nevada Records and Identification Services. **You do not have to be fingerprinted in Nevada.**
4. **MAKE CERTAIN:**
 - ⇒ Both fingerprint cards are completed with legible fingerprints
 - ⇒ Descriptive information is complete and legible in black ink
 - ⇒ Both cards **and** the FINGERPRINT REQUEST FORM are signed by the appropriate persons (applicant and official)
5. Complete the **FINGERPRINT BACKGROUND WAIVER FORM**. Fill in the Applicant section where indicated. Sign and date the form the same day you are fingerprinted. Do **not** provide this form to the fingerprinting site representative. This waiver form will need to be sent to the Department of Public Safety along with the fingerprint cards.
6. Obtain a Money Order or Cashier’s Check in the amount of **\$40.25** made payable to the **Department of Public Safety. Personal checks cannot be accepted.** The current breakdown of the fees is available under Additional Information on the BOARD FORMS page.

7. **THE FOLLOWING DOCUMENTS MUST NOW BE SENT TO:**

**Nevada State Board of Athletic Trainers
 PO Box 34296
 Reno, Nevada 89533-4296**

- TWO (2) completed fingerprint cards and the FINGERPRINT REQUEST FORM signed by you and the official that took your fingerprints.
- Completed BACKGROUND WAIVER FORM signed on the date you were fingerprinted.
- Money Order or Cashier's Check in the amount of **\$40.25** made payable to the **Department of Public Safety**.

To receive a tracking number, be sure to mail your documents via Priority Mail. The Board will forward the necessary documents and payment to the Department of Public Safety for processing.

Below is an example of a standard FD-258 hard card for reference only. *All information blocks that are highlighted are required.* The Department of Public Safety will not accept fingerprints on plain paper.

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
		LAST NAME NAM		FIRST NAME		MIDDLE NAME	
SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA		OR I		FBI	
RESIDENCE OF PERSON FINGERPRINTED		*may or may not need to be filled in		NV0131700		DATE OF BIRTH DOB	
DATE		CITIZENSHIP CTZ		ST HWY PAT		Month Day Year	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. OCA		CARSON CITY, NV		PLACE OF BIRTH POB	
EMPLOYER AND ADDRESS *		FBI NO. FBI		SEX		RACE	
* Employer not necessary		ARMED FORCES NO. MNU		HT		WT	
REASON FINGERPRINTED		SOCIAL SECURITY NO. SOC		EYES		HAIR	
NRS 640B.310		MISCELLANEOUS NO. MNU		CLASS		REF	
		881086		LEAVE BLANK			
1. R THUMB		2. R INDEX		3. R MIDDLE		4. R RING	
5. R LITTLE		6. L THUMB		7. L INDEX		8. L MIDDLE	
9. L RING		10. L LITTLE		L THUMB		R THUMB	
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY						RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

OPTION #2: LiveScan Electronically Submitted Prints – FASTEST results!

1. **You must be physically present in Nevada to electronically submit your fingerprints. Electronic submission is NOT available at any law enforcement agency.**

Visit the [Nevada Department of Public Safety's website](#) for a list of [Privately Owned Fingerprint Agencies Known to the General Services Division](#) that are currently submitting electronically to the DPS. <http://rccd.nv.gov/FeesForms/Fingerprints>

FINGERPRINT INFORMATION & FORMS/Fingerprint Information/Private Fingerprint Sites

3. Complete **ALL** highlighted and requested information on the **FINGERPRINT REQUEST FORM**. When you present for electronic fingerprints, give the fingerprinting site representative the completed FINGERPRINT REQUEST FORM and indicate that you are applying for licensure. Provide them with the following information:

Reason Fingerprinted NRS640B.310	Miscellaneous No. MNU 881086	ORI: NV0131700 ST HWYPAT CARSON CITY, NV
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4. The Private Fingerprinting Site will collect the fingerprinting fee of **\$40.25** for the Department of Public Safety **in addition to their administrative processing fee.**
5. **THE FOLLOWING DOCUMENTS MUST NOW BE SENT TO:**
Nevada State Board of Athletic Trainers
PO Box 34296
Reno, Nevada 89533-4296

- Completed and signed **FINGERPRINT BACKGROUND WAIVER FORM** dated on the same date you were fingerprinted.
- Completed **FINGERPRINT REQUEST FORM** signed by you and the official that took your fingerprints and dated on the same date you were fingerprinted.

To receive a tracking number, be sure to mail your documents via Priority Mail. **The waiver form and fingerprint request form DO NOT go the private fingerprinting site!**

You may submit your fingerprints ahead of your application for licensure. However, you **MUST** mail in both the FINGERPRINT BACKGROUND WAIVER FORM and the FINGERPRINT REQUEST FORM. If both completed and signed forms are not received, your application will be delayed!

BECAUSE IT MAY TAKE SEVERAL WEEKS TO PROCESS YOUR FINGERPRINTS, IT IS RECOMMENDED YOU FINGERPRINT FIRST THING IN THE APPLICATION PROCESS.