

**STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
REAL ESTATE DIVISION**

3300 W. Sahara Ave., Suite 350, Las Vegas, Nevada 89102 \* (702) 486-4033  
realest@red.nv.gov \* <http://red.nv.gov/>

**TIMESHARE LICENSE  
CHECKLIST AND APPLICATION FOR REINSTATEMENT**

**IMPORTANT: For failure to renew a timeshare license before it has expired, a sales agent must file an application for reinstatement, submit a current fingerprint card or be finger printed, and pay the required fee. (NAC 119A.120)**

- APPLICATION and FEES:** Residents and non-residents may apply with a completed reinstatement form 511. Attach the documents listed below and the fee(s) as follows:

- \$200.00** – Renewal Fee
- \$100.00** – Late Renewal Penalty
- \$20.00** – Reinstatement Fee, see next page
- \$25.00** – Change of Employer or a Change of Brokerage Company Information

Add the \$25.00 employer change fee only if your employing project broker (PB) has changed. Please make checks payable to the Nevada Real Estate Division or NRED.

- FINGERPRINTS:** Two options are available. You may either: #1. Send directly to the real estate division one hard copy card and finger print fee or #2. Obtain a list of approved finger print vendors for the electronic submission. (Obtain [Form 619](#) for all authorized vendors). Upon application you are required to submit; The **electronic fingerprint** option (for option #2); the original fingerprint verification form provided by the authorized vendor.; **The hard copy card** option (for option #1): complete the entire top portion of the card in black ink and attach a **\$36.25** cashier's check or money order made payable *to Department of Public Safety (DPS)*. Personal checks or cash will NOT be accepted by the DPS. The hard copy card must be stamped by the law enforcement agency that took your prints.
- EDUCATION:** Provide a copy of the course certificate(s) for Timeshare Agent continuing education requirement of 6 hours. Attach copies of certificates to the reinstatement application. Certificates must be dated within 2 years from the reinstatement application submission date.
- NON-US CITIZENS:** Please provide proof of eligibility to work. Copies may be enlarged.
- CIVIL APPLICANT WAIVER:** Complete the Nevada Department of Public Safety waiver form attached to the reinstatement application.

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**APPLICATION FOR REINSTATEMENT  
(Nevada Real Timeshare Agent License)**

The filing of this application does not authorize the applicant to conduct any activity for which a license is required. Involvement in any such activity before any hard copy license is issued and received may be grounds for denial of the license, subsequent suspension, or revocation of a license.

Prior to submitting this application, be sure each question has been completely, thoroughly, and honestly answered. All documents that meet the licensing requirements must be completed and provided in full at the time of submission of this reinstatement application.

- \$200.00** – Renewal Fee
- \$100.00** – Late Penalty Fee
- \$20.00** – Fee for Reinstatement or Change from Inactive to Active Status
- \$25.00** – Change of Employer or a Change of Brokerage Company Information

**INSTRUCTIONS:**

- Original signatures are required.
- Payment is accepted as credit card, check or money order payable to the Nevada Real Estate Division (NRED) or cash in exact change.

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**1. Personal Information:**

License Number: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Licensee: \_\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
No. & Street City, ST Zip Code

Phone Contact: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_

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Applicant Completes Section #1

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Office Use Only:  
Receipt # \_\_\_\_\_ Date: \_\_\_\_\_ Processor Initials: \_\_\_\_\_ FP Forwarded Date: \_\_\_\_\_

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**2. Company Affiliation:**

Project Broker Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_  
No. & Street City, ST Zip Code

Business Phone: \_\_\_\_\_ Developer Name: \_\_\_\_\_

I hereby certify that I am the project broker or authorized licensed office manager pursuant to NAC 645.178 registered with the Real Estate Division of the Department of Business and Industry, State of Nevada. If a license is issued to the applicant (print name of applicant) \_\_\_\_\_, I will exercise careful supervision over his/her Timeshare sales activities while he/she is associated with or employed by me.

License Number: \_\_\_\_\_ Signature: \_\_\_\_\_

(Broker or Broker Salesman Office Manager completes section #2. Original signatures only.)

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**3. Criminal and Other Background History:** If your answer is YES to any of the following questions, attach the order as a result of the proceedings. On an attached sheet give full details, including the administrative agency, court, and title of the proceeding, disposition and any other pertinent information. (see NRS 645.330)

- | Yes                      | No                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional or occupational license?  |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended or revoked?   |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Has an application for any type of license been denied?  |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Has a surety company declined to be surety on any bond written on you in the two years prior to the date of the application?   |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor?   |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Have you ever been convicted of, or are you under indictment for, or have you entered a plea of guilty or nolo contendere to forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude? |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Are you presently on parole or probation or paying any restitution?  |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Have you ever filed bankruptcy or has bankruptcy been filed against you? If filed within 7 years from the date of this application, please provide a copy of the discharge. Date of discharge _____.   |

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**4. Child Support Statement:** PURSUANT TO NRS 119A.263, THE FOLLOWING STATEMENT MUST BE ANSWERED AND SIGNED. YOUR APPLICATION FOR THE ISSUANCE OF THIS LICENSE WILL BE DENIED IF YOU DO NOT INDICATE ON THE STATEMENT WHICH OF THE PROVISIONS THAT APPLIES TO YOU.

- I am NOT subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and AM IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.
- I am subject to a court order for the support of one or more children and NOT IN COMPLIANCE with that order or plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed in that order.

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**5. REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE:**

Pursuant to NRS 353C.1965

All applicants MUST complete this section. Please select ONE option.

- I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.
- My Nevada business license number is: \_\_\_\_\_
- I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provision of NRS Chapter 76 and my application is pending.
- I do NOT have a Nevada business license number.

The Real Estate Division is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: <http://nvsos.gov/>

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**6. Applicant Declaration:** I declare under penalty of perjury that the answers contained in this application are true and correct. (NRS 53.045)

I understand that if I am subject to a court order for support of one or more children and I am not in compliance with that order or plan, my application for license, certification or renewal of a license or certification will be denied. I further certify that I will faithfully comply with all the statutes and regulations of the State of Nevada pertaining to the conduct of Timeshare licensees in accordance with the NRS/NAC 119A statutes and regulations. I, by signing this application, authorize any person or institution to which reference is made by me in connection with the application to release or divulge to the Real Estate Division any information in the possession of such person or institution regarding me.

(Please Print)

\_\_\_\_\_  
*Applicant Name*

X

\_\_\_\_\_  
*Applicant Signature*

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**OUT OF STATE APPLICANTS ONLY!**  
**CONSENT TO SERVICE OF PROCESS**  
*Only a non-Nevada Resident completes this form*

Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Hereinafter referred to as "Applicant," hereby irrevocably constitutes and appoints the Administrator of the Division of Real Estate, Department of Business & Industry, State of Nevada or his/her successor in office, to be his/her true and lawful attorney within this state, upon whom all legal process in any suit, action or proceeding arising under, or in any way connected with any provisions of Chapter 645, 645C, 119, 119A, 119B of Nevada Revised Statutes, or any rule or order pursuant thereto, or based upon any fraud, deceit, breach or contract or other thing connected with the sale or offer for sale, negotiation or appraisal of any real estate, timeshare or campground membership, may be served upon said applicant, personally within the State of Nevada. Until the applicant attests by affidavit to the Administrator that he/she is a bona fide resident of the State of Nevada, this appointment and the authority of said attorney shall continue in force and effect so long as any such liability remains outstanding, and a copy of any process served hereunder may be sent by certified mail, return receipt requested, addressed to:

\_\_\_\_\_

Street Address	City	State	Zip Code
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Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

State of \_\_\_\_\_ ss. County of \_\_\_\_\_

This instrument was acknowledged before me in the possession of \_\_\_\_\_  
Print name of person presenting document

\_\_\_\_\_  
(Signature of person who presents the document)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Notarial Officer

My Commission Expires: \_\_\_\_\_



## Fingerprint Background Waiver

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by **the Nevada Real Estate Division** (*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. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of you FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

**16.34 - Procedure to obtain change, correction or updating of identification records.** If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize **the Nevada Real Estate Division** (*name of requesting agency*) (*name of requesting agency*), to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name:  
*PLEASE PRINT* \_\_\_\_\_  
Last Name First Name Middle

ADDRESS:  
*PLEASE PRINT* \_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Submitting Agency: **Nevada Real Estate Division**

Address: **3300 West Sahara Avenue #350**

**Las Vegas, NV 89102**

Agency Representative:  
*PLEASE PRINT* \_\_\_\_\_  
Last Name First Name Middle

Agency Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_