

**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](mailto: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 current fingerprint cards or be fingerprinted, 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:

<b>\$215.00</b>	Renewal Fee
<b>\$100.00</b>	Late Renewal Penalty
<b>\$20.00</b>	Reinstatement Fee (see next page)
<b>\$25.00</b>	Change of Employer or a Change of Brokerage Company Information

**In compliance with Senate Bill 276, effective August 1, 2021, the Division will be instituting a \$15 technology fee on all renewal applications.**

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:** Attach verification of prints taken electronically by an approved vendor. The approved vendor list is located on the NRED website, see Form 619.
- 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.
- NON-NEVADA RESIDENTS:** Complete and attach a notarized Consent to Service of Process, [Form 656](#).
- FINGERPRINT BACKGROUND WAIVER:** Complete the Nevada Department of Public Safety waiver form attached to the reinstatement application.

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

**FEES:**

**\$215.00**      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:**

- 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 – APPLICANT COMPLETES SECTION 1**

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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**2. Company Affiliation – BROKER OR BROKER SALESMAN OFFICE MANAGER COMPLETES SECTION 2**

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

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

Project Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ 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: \_\_\_\_\_

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**Office Use Only:**

Receipt Number: \_\_\_\_\_ Date: \_\_\_\_\_ Processor Initials: \_\_\_\_\_ FP Forwarded Date: \_\_\_\_\_

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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).

- 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?  Yes  No
- 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?  Yes  No
- c. Has an application for any type of license been denied?  Yes  No
- 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?  Yes  No
- e. Have you ever been convicted of a felony, gross misdemeanor, or misdemeanor?  Yes  No
- 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?  Yes  No
- g. Are you presently on parole or probation or paying any restitution?  Yes  No
- 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.  Yes  No

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. 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.

Applicant Name:

Applicant Signature:

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**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/>.

**ARE YOU A VETERAN?**  Yes  No



## 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: \_\_\_\_\_