

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

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

INSTRUCTIONS FOR THE PETITION TO REVIEW CRIMINAL HISTORY FOR PRE-DETERMINATION

Pursuant to NRS 622, a person with a criminal history may petition the Nevada Real Estate Division to review his or her criminal history to determine if the person's criminal history will disqualify that person from obtaining a license, certificate, permit or registration from the Division.

Instructions:

1. Complete the Petition to Review Criminal History for Pre-Determination, Real Estate form 550, and the Nevada Department of Public Safety Fingerprint Background Waiver.
2. Review the Authorized Fingerprinting Vendor form, [619](#), and find a vendor to submit your fingerprints electronically. The authorized vendor will provide you with a Verification of Fingerprints Submitted form after your fingerprints have been submitted through LiveScan.
3. Submit the following to the Nevada Real Estate Division:
 - Completed Petition to Review Criminal History for Pre-Determination (form 550)
 - Completed Nevada Department of Public Safety Fingerprint Background Waiver
 - Completed Verification of Fingerprints Submitted form
 - Non-refundable fee of \$50.00 which may be paid by cash (exact change), credit card or check made payable to the Nevada Real Estate Division.
4. Criminal background results are good for six months from the date received by the Nevada Real Estate Division.
5. The Nevada Real Estate Division will make a pre-determination 30 days after the receipt of criminal background history from the Nevada Department of Public Safety. The petitioner will be notified by mail of whether the petitioner's criminal history will qualify or disqualify them from obtaining a license, certificate, permit or registration.
6. The Nevada Real Estate Division is not bound by its determination and may rescind such determination at any time.

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**PETITION TO REVIEW CRIMINAL HISTORY FOR
PRE-DETERMINATION PURSUANT TO NRS 622**

Fee (Non-Refundable): \$50.00

First Name:

Last Name:

Last Four Digits of Social Security Number (SSN):

Date of Birth:

Mailing Address:

Street Number and Name

City

State

Zip Code

Email Address:

Contact Telephone Number:

I am petitioning the Real Estate Division to review my criminal history to determine if my criminal history will disqualify me from obtaining a license, certificate, permit or registration from the Real Estate Division. I understand that pursuant to NRS 622, the Real Estate Division is not bound by its determination of disqualification or qualification and may rescind such a determination at any time. I understand that I am required to utilize an authorized fingerprint vendor listed on Real Estate Division [form 619](#) and that I am responsible for any fees charged by the vendor that I choose.

Signature:

Date:

REAL ESTATE DIVISION USE ONLY – DO NOT WRITE IN THIS BOX

Date Petition Received:

Division Staff Initials:

Date Results Received from DPS:

Qualified

Disqualified

Date Determination Made:

Division Staff Initials:



Nevada Department of **Public Safety** Fingerprint Background Waiver

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

1. You must be notified by **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. Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
3. Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI and/or the Central Repository for Nevada Records of Criminal History may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
4. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI and/or Central Repository for Nevada Records of Criminal History, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.
5. If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record. The procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at, 28 CFR 16.34 provides for the proper procedure to do so.

Applicant:

Initial

Date

6. If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
7. If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
8. 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.
9. I hereby authorize **Nevada Real Estate Division** (*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.
10. 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

Applicant's Signature: _____

Date: _____

Agency Account #:

880131

Agency Representative: _____

PLEASE PRINT

Last Name

First Name

Middle

Agency Representative Signature: _____

Date: _____