



# Nevada State Board of Pharmacy

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## FINGERPRINT SUBMISSION INSTRUCTIONS

### INSTRUCTIONS FOR APPLICANTS

**YOU MUST COMPLETE THE FOLLOWING BEFORE WE CAN PROCESS YOUR APPLICATION FOR A WHOLESALE LICENSE:**

1. Each person required to submit fingerprints pursuant to NRS 639.500 must submit a complete set of fingerprints by contacting a local law enforcement agency for fingerprinting. Please provide a copy of these instructions to the fingerprint official to ensure that all fields on the fingerprint card contain the required/authorized information needed for processing. The following fields **MUST** be completed:

- Name of person fingerprinted
- Signature of person fingerprinted
- Residence of person fingerprinted
- Date and Signature of official taking fingerprints
- Employer/applicant name and address
- Date of birth
- Place of birth
- Sex
- Race
- Height
- Weight
- Eyes
- Hair

2. The following fields **MUST** be **LEFT BLANK** on the fingerprint card for completion by the Board:

- ORI
- Reason fingerprinted

Each person required to submit fingerprints pursuant to NRS 639.500 must complete and sign the Nevada Department of Public Safety's "Fingerprint Background Waiver" Form (available at [https://rccd.nv.gov/uploadedFiles/gsdnvgov/content/FeesForms/Fingerprint Information and Forms/0505RCCD-003-082020\\_Background%20Waiver\\_fillable\(30%20Mar%2021\).pdf](https://rccd.nv.gov/uploadedFiles/gsdnvgov/content/FeesForms/Fingerprint%20Information%20and%20Forms/0505RCCD-003-082020_Background%20Waiver_fillable(30%20Mar%2021).pdf)) and return it together with the completed fingerprint card and a cashier's check or money order in the amount of \$40.25 made payable to "Nevada State Board of Pharmacy" to the Board's Reno office at the address above. **The Form must indicate "Nevada State Board of Pharmacy" as the agency.**

**FINGERPRINT CARDS THAT ARE NOT PROPERLY COMPLETED IN COMPLIANCE WITH THESE INSTRUCTIONS OR ARE DATED OVER ONE YEAR WILL BE REJECTED AND YOUR APPLICATION WILL NOT BE PROCESSED.**

### INSTRUCTIONS FOR FINGERPRINT OFFICIAL

Please require the person fingerprinted to present a valid government-issued identification and verify the person's identity prior to fingerprinting.