

## **To Obtain a Copy of Nevada Criminal History Records**

**The Nevada Criminal History Repository provides personal criminal record information for the state of Nevada *only*. We cannot provide information for other states or the FBI. In order to obtain your Nevada record, please follow the instructions below.**

### **Who May Request a Copy of Record (or Proof that a Record Does Not Exist)**

Only the subject of the identification record can request a copy of his own Nevada criminal history record.

### **How to Request a Copy of Record**

1. Complete the Nevada Personal Identification (PID) DPS-006 Criminal History Request form found on page 3.  
If for a couple, family, etc., all persons must each complete a form in its entirety. Include the complete mailing address where the response is to be sent.
2. Obtain proof of identity, which consists of a set of your fingerprints (original card, no copies), with your name, date of birth and place of birth. Fingerprints should be placed on a standard fingerprint form (FD-258), commonly used for applicant or law enforcement purposes.  
Include rolled impressions of all ten fingerprints and impressions of all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions.)  
Have your fingerprints taken by a certified fingerprinting technician.  
Previously processed fingerprint cards will not be accepted.
3. Include \$21.00 – US dollars in the form of a money order, certified check made payable to the Department of Public Safety.  
Be sure to sign where required  
No personal checks or cash  
Must be exact amount  
If for a couple, family, etc., include \$21 for each person

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1. Mail the items #1, #2, #3 (listed above) to the following address:

**DPS Criminal History Repository**  
**333 W. Nye Lane, Suite 100**  
**Carson City, Nevada 89706**

*Please Note: If any of the above items are missing or incomplete, the request will be returned.*

*Allow approximately 2 weeks for processing, upon receipt to the Repository.*

#### **What You Will Receive**

1. Negative Record Response—a letter indicating that no state record was found.

Or

1. Positive Record Response—a letter indicating that a state record was located along with the complete content of that record.



IDENTIFICATION FILE REQUEST  
FOR  
NEVADA RECORDS OF CRIMINAL HISTORY

I hereby authorize the Nevada Criminal History Repository to disclose criminal history information, if any, within my identification file to me or the person or entity listed below:

Today's Date: \_\_\_\_\_

Subject of Record Below write the full name of the subject who the criminal history check is about.

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Address*

\_\_\_\_\_,  
*City State Zip Code*

\_\_\_\_\_  
*Signature of Subject*                      *Date of Birth*

Respond To (agency): \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
*Address*

\_\_\_\_\_,  
*City State Zip Code*

The use of this form is intended to safeguard the rights of the signatory and ensure the confidentiality of the requested information against non-authorized disclosure. The fingerprint card accompanying this request will be used to verify identity. A \$21.00 certified check or money order made payable to the Department of Public Safety must accompany each request.