

How to Obtain Your FBI Fingerprinting FD-258/Background Check for GV Christian

Our state licensing requires all school employees and volunteers that may be alone with children to be fingerprinted and background checked by the FBI. Thank you for your help in working together to keep our kids safe and keeping in alignment with state licensing!

1. Schedule an appointment to get fingerprinting done by clicking on the link below (select "**FINGERPRINTS ONLY**", **DO NOT** select ~~Child Care Fingerprinting~~, that is for preschool):
<https://www.cityofhenderson.com/government/departments/police/police-records>

Fingerprint and Registration Services

Fingerprint and registration services will be provided for Business License Applicants, Child Care Applicants, City of Henderson Employee Badges, City of Henderson Vendor Badges, Convicted Felon Registration and Sex Offender Registration only.

The City of Henderson Police Department asks that individuals needing these services arrive alone and abide by social distancing guidelines: any person being fingerprinted will be required to wear facial covering.

Those who must complete Sex Offender registration should print out and complete the required paperwork before arrival. If you are unable to print the required paperwork, please arrive with enough time to complete the paperwork before your appointment.

→You may schedule an appointment for these services at [QLESS](#).←

- a. Arrive on time to your appointment at (follow the signs for "Fingerprinting"):
Henderson Police Services Headquarters
223 Lead St., Henderson, NV 89015
 - b. Pay \$10 using cash or card for your **FD-258** fingerprint card that you will obtain at the window. You **MUST use the FD-258** fingerprint card ONLY.
2. DO NOT attempt to complete all of the information on your **FD-258** fingerprint card before reviewing the instructions. There are strict instructions and codes for: hair color, eye color, gender and race that can be found by clicking on this link
https://accuratebiometrics.com/files/FD-258_card_w_instructions.pdf
REASON FINGERPRINTED/**Parents:** school volunteer **Staff:** Education
 3. Complete the [Nevada Department of Public Safety Fingerprint Background Waiver](#), please print double sided (see below).
 4. Complete page three of the [Identification File Request for State of Nevada Records of Criminal Form](#) (see below).
 5. Obtain a money order or certified check for \$27 made out to Nevada Department of Public Safety.
 6. Staple together the following items:
 - a. FD-258 Fingerprint card
 - b. Nevada Department of Public Safety Fingerprint Background Waiver (**obtain administrator signature**)
 - c. Identification File Request for State of Nevada Records of Criminal Form
 - d. Money order or certified check for \$27 made out to Nevada Department of Public Safety
 7. **PARENTS:** Mail your stapled items to (DO NOT BEND YOUR FINGERPRINT CARD):
Department of Public Safety Records, Communications and Compliance Division
333 West Nye Lane, Suite 100
Carson City, NV 89706
STAFF: Turn in your stapled items to your administrator who will then submit your information through certified mail (DO NOT BEND YOUR FINGERPRINT CARD).
 8. **What Happens Next:** If they find no Identity History Summary on file, you will receive a response by First-Class Mail via the U.S. Postal Service indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or "rap sheet" by First-Class Mail via the U.S. Postal Service.
 9. Submit a copy of the response mailed to you from the FBI to the front desk in order to work or volunteer with children at GV Christian School.



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 GV Christian School
(*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 your 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 GV Christian School (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, detainments, 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:

GV Christian School

Address:

711 Valle Verde Ct.

Henderson, NV 89014

Agency Representative:

PLEASE PRINT

Last Name

First Name

Middle

Agency Representative Signature: _____

Date: _____



**IDENTIFICATION FILE REQUEST FOR STATE OF NEVADA
RECORDS OF CRIMINAL HISTORY FORM (DPS-006)**

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

Please indicate the full name, address, and contact information of the individual to be searched below (to be completed by the subject of the record).

All information is REQUIRED.

Type or Print legibly. Incomplete and/or unreadable documents may be returned.

First Name: _____ Middle Name: _____

Last Name: _____

Mailing Address: _____
Street Address

City, State and Zip Code

Contact Phone #: () _____

Contact Email: _____

Signature of Subject of Record Search / /
Date of Birth

Date Signed

Please ensure mailing address is valid and accurate. **Due to the confidential nature of this response, mail cannot be forwarded.** If a change of address is needed a new DPS-006 Form will need to be submitted.

Respond to: _____ GV Christian School

Mailing Address: _____ 711 Valle Verde Ct.
Street Address

Henderson, NV 89014
City, State and Zip Code

Please indicate reason for request: _____ School

To obtain a duplicate response, the request must be within 90 days from the original date processed.

☐ **Only check this box and sign and certify the following statement if you were a victim of sex trafficking at the time for which records to be sealed was committed and, per NRS 179.245 are exempt from paying the fee.** I certify that the records I am seeking to be sealed are subject to the provisions of Nevada Revised Statute 179.245 and that I was a victim of sex trafficking at the time that the crime for which records to be sealed was committed.

Signature

Date

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 \$27.00 certified check or money order** made payable to the Department of Public Safety must accompany each request.