



Private Investigators' Licensing Board

704 W. Nye Lane, Suite 203
 Carson City, NV 89703
 Telephone: (775) 687-3223
 Fax: (775) 687-3226

3110 S. Durango Drive, Suite 203
 Las Vegas, Nevada 89117
 Telephone: (702) 486-3003
 Fax: (702)486-3009
 E-mail: PILBINFO@AG.NV.GOV
WWW.NEVADAPIBOARD.ORG

APPLICATION FOR THE REGISTRATION WORK CARD

CHECKLIST:

All of the following items **MUST** be submitted before an application will be assigned to an investigator for processing

<input type="checkbox"/>	Application	All pages of the application filled out completely
<input type="checkbox"/>	Copy of Identification (2 forms)	<ul style="list-style-type: none"> • Driver's license <u>or</u> state/federal issued ID AND • Social security card <u>or</u> birth certificate OR • A non-expired US Passport will be sufficient for both forms of ID
<input type="checkbox"/>	ONLY for non US citizens	<ul style="list-style-type: none"> • A copy of your permanent resident card/employment authorization card or non-expired US Passport
<input type="checkbox"/>	Security Guard (only) Exam	Completion of exam <ul style="list-style-type: none"> ▪ Exam is required for security guards only
<input type="checkbox"/>	Payment	Money order/cashier's check if paying in office or Online with credit card THESE FEES DO NOT INCLUDE THE FINGERPRINTS/PHOTO COSTS.
PILB must receive payment before fingerprints can be completed		
<input type="checkbox"/>	Fingerprints PILB must receive payment before fingerprints can be completed	<ul style="list-style-type: none"> • Applicant pays with a money order or cashier's check at the PILB office and is given a <u>stamped electronic submission form</u> OR • Applicant pays online with credit card and presents <u>payment confirmation page</u> to the fingerprint location
<input type="checkbox"/>	Photo	<ul style="list-style-type: none"> • One 2x2 inch color photo (passport size) Most Fingerprint companies take 2x2 inch photos at their location

PILB FEES:

Money orders or Cashier's check **ONLY**, made Payable to **PILB**

Debit/credit cards **ONLY** accepted **online**

NO REFUNDS WILL BE GRANTED

\$85.00 Application Processing Fee

- Registration Fee **ONLY IF** you submit your fingerprints electronically

\$129.00 Application Processing Fee + Expedite Fee (rush processing of work card)

- This option is not available to be paid online
- Fee **ONLY IF** you submit your fingerprints electronically

\$5.00 For a copy of exam study guide

- Available for free in the office if taking the exam in office or for free online

\$95.00 If fingerprints are provided on fingerprint card(s) or Out of State applicants (**ONLY**)

Do not submit your fingerprints on fingerprint cards unless instructed to do so by the PILB

THESE FEES DO NOT INCLUDE THE FINGERPRINTS/PHOTO COSTS.

Fingerprinting Companies

PILB must receive payment before fingerprints can be completed

Privately owned fingerprint agencies known to DPS Records Bureau

Las Vegas	Accelerated Fingerprints 3160 S. Valley View Blvd #108 Las Vegas, NV 89102	(888) 860-3031	Valley View & Desert Inn
Las Vegas	AccuTest 9187 W. Flamingo Blvd #110 Las Vegas, NV 89147	(702) 732-8616	Flamingo & El Capitan
Las Vegas	American Fingerprint 1201 S. Jones Blvd. #103 Las Vegas, NV 89146	(702) 822-1590	Charleston & Jones
Las Vegas	B&D Fingerprinting Services 800 N Rainbow Blvd, #175 Las Vegas, NV 89107	(702) 485-5256	Washington & Rainbow
Las Vegas	Burton Studios 6235 S Pecos Rd. #107 Las Vegas, NV 89120	(702) 456-9190	Pecos & Pepper Ln.
Las Vegas	Fingerprinting Express 6485 S. Rainbow Blvd #103 Las Vegas, NV 89118	(702) 489-7994	Sunset & Rainbow
Las Vegas	Fingerprinting INK 3140 S. Durango Dr. #101 Las Vegas, NV 89117	(702) 410-5387	Durango & Desert Inn
Las Vegas	Fingerprinting Pros 2620 S. Maryland Pkwy. #17 Las Vegas NV 89119	(702) 734-2665	Maryland Pkwy & Sahara
Las Vegas	National Fingerprints 3170 W Sahara # D 16 Las Vegas NV 89102	(702) 481-6814	Richfield Blvd & Sahara
Las Vegas/ Henderson	4 Sisters Mobile Fingerprinting Service	(702) 436-5076	Mobile location (call for appointments)
Las Vegas/ Henderson	Express Electronic Fingerprint Service	(702) 856-6335	Mobile location (call for appointments)
Carson City	Carson City Sheriff's Office 911 E Musser St Carson City, NV 89701	(775) 887-2500	Musser & Roop St
Carson City	Fingerprinting Express 1958 E. William St Carson City, NV 89701	(775) 222-0061	East Williams & Humboldt
Reno	Fingerprinting Express 1320 East Plumb Lane Ste A. Reno, NV 89502	(775) 322-5587	East Plumb & I-580

NRS 648.1493 Registration: Requirements; application; qualifications; pocket cards; expiration; renewal; appeal of denial of registration; regulations.

3. Except as otherwise provided in this chapter, the Board shall issue a registration to an applicant if:
- (a) The application is verified by the Board and complies with the applicable requirements of this chapter; and
 - (b) The applicant:
 - (1) Is of good moral character and temperate habits;
 - (2) Has not been convicted of, or entered a plea of nolo contendere to, a felony or a crime involving moral turpitude or the illegal use or possession of a dangerous weapon;
 - (3) Has not made a false statement of material fact on the application; and
 - (4) Has not violated any provision of this chapter, a regulation adopted pursuant thereto or an order of the Board.

NAC 648.338 Employment of unlicensed persons: Restrictions; exemption. (NRS 648.030, 648.140)

1. Except as otherwise provided in subsection 2, a licensee may not employ an unlicensed person who is or becomes employed:
 - (a) As a peace officer, as defined in NRS 169.125;
 - (b) By a federal, state or local law enforcement agency; or
 - (c) In a position which makes the unlicensed person eligible to contribute to any public employees' retirement system.
2. Upon receipt of a written request for exemption, the Board may grant an exemption from the prohibitions set forth in subsection 1 if the Board finds that the private activities of the unlicensed person on behalf of the licensee would not create or tend to create:
 - (a) A conflict of interest with his or her responsibilities to the public employer and his or her duty to discharge them; or
 - (b) The possibility of a use of his or her position with the public employer for personal advantage in his or her private activities.



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Stamp here	For office use only	<input type="checkbox"/> Photo _____
	A# : _____ R# : _____	<input type="checkbox"/> Applicant Aware
	Missing: <input type="checkbox"/> FP <input type="checkbox"/> Photo <input type="checkbox"/> SSC/BC <input type="checkbox"/> POI <input type="checkbox"/> Citizenship <input type="checkbox"/> Exam	
	Notes: _____	

Please write legibly and be sure to answer every question to prevent possible delay of your application. Incomplete packets will be returned. If a question is not applicable to you please write **N/A.**

Applicant Information

First Name:		Middle:		Last:	
Date of birth: <small>(MM/DD/YYYY)</small>		Social Security Number:			Sex: M F <small>(Please circle)</small>
Hair color:	Race:	Eye color:	Height:	Weight:	
Driver's license/State ID #:				Issuing State:	
Passport Number:				Issuing Country:	

Citizenship information Please check one

<input type="checkbox"/> I am a natural born US citizen	City/State of birth:		
<input type="checkbox"/> I am <u>not</u> a natural born US citizen <i>You must provide a copy of your permanent resident card or employment authorization card</i>	Alien card #:	Country of birth:	Expiration Date:
<input type="checkbox"/> I am a Naturalized citizen	Naturalization #:		Country of Birth:

Contact Information

Mailing Address:		Apt #:
City/State/ Zip:	Physical same as Mailing address: Yes No	
Physical Address:		
Home #: ()	Cell #: ()	
List the City/State(s) you have resided in – last 10 years:		
1. _____	2. _____	
3. _____	4. _____	

Email Address:

Provisional (temporary) card will be emailed to you

Please write legibly and be sure to answer every question to prevent possible delay of your application.
 Incomplete packets will be returned. If a question is not applicable to you please write **N/A**.

List any Alias/Maiden names
 Other than your current name

First Name	Middle Name	Last Name
1.		
2.		

List any body marks
 Tattoos, scars, birthmarks, etc.

Example Mark: Tattoos	Location: Back, ankle, right shoulder
Mark:	Location:
Mark:	Location:

Employment Information
 List current employer and history for the last 5 years

<input type="checkbox"/> I <u>do not</u> have employment history			<input type="checkbox"/> I have been <u>unemployed</u> for the last 5 years		
Company Name	Location (City, State)	Position	From (mm/dd/yy)	To (mm/dd/yy)	Reason for leaving

Work Card Use
 Please indicate which field you intend to use your work card for

<input type="checkbox"/> Security Guard	<input type="checkbox"/> Process Server
<input type="checkbox"/> Security Consultant	<input type="checkbox"/> Canine Handler
<input type="checkbox"/> Private Investigator (includes mystery shopper)	<input type="checkbox"/> Repossessor

Child Support
 You **MUST** check one of the boxes (if you **DO NOT** have children check #1)

#1 <input type="checkbox"/>	I am not subject to a court order for the payment for the support of a child in any state.
#2 <input type="checkbox"/>	I am subject to a court order for the payment for the support of one or more children in Nevada or any state and I am in compliance with the order or am in compliance with a plan approved by the District Attorney or other public or private agency enforcing the order for the repayment of the amount owed pursuant to the order.
#3 <input type="checkbox"/>	I am subject to a court order for the payment for the support of one or more children and I am NOT in compliance with the order or DO NOT have a plan approved by the District Attorney or other public or private agency enforcing the order for the repayment of the amount owed pursuant to the order.

Please write legibly and be sure to answer every question to prevent possible delay of your application.
 Incomplete packets will be returned. If a question is not applicable to you please write **N/A**.

Registration Questionnaire

Please answer **ALL** of the following questions below. Provide an explanation in the space provided when required

<p>1. Are you now on bail, probation, parole, been released from custody on your own recognizance, have an active protection order or have any active warrants for your arrest?</p>	<p>YES NO</p>
<p><i>If yes, please explain:</i></p>	
<p>2. Have you ever been on probation since the age of 18?</p>	<p>YES NO</p>
<p><i>If yes, please explain:</i> Dates of probation: _____ Reason for Probation: _____ City and State: _____ Date started probation: _____ Date completed probation: _____</p>	
<p>3. Have you ever been denied a work permit from Las Vegas Metropolitan Police Department, Washoe County Sheriff's Office or any Nevada Law Enforcement Agency or had any such permit, license or approval revoked or suspended?</p>	<p>YES NO</p>
<p><i>If yes, please explain:</i></p>	
<p>4. Have you ever been terminated for cause by a regulated licensee pursuant to NRS 648?</p>	<p>YES NO</p>
<p><i>If yes, please explain:</i></p>	
<p>5. Are you a convicted sex offender?</p>	<p>YES NO</p>
<p><i>If yes, please explain:</i></p>	
<p>6. If you are a convicted sex offender, are you in compliance regarding the registration requirements under Nevada law? <i>If this question does not apply to you please mark N/A</i></p>	<p>YES NO N/A</p>
<p><i>If no, please explain:</i></p>	

Arrest History

Failure to list ALL events could result in the denial of your registration application

Please note: Pursuant to NAC 648.339 The Board **may deny** an application for registration if the applicant has been convicted of a felony or a crime involving moral turpitude or the illegal use or possession of a dangerous weapon.

- | | | |
|--|------------|-----------|
| 1. Have you <u>ever</u> been convicted of a felony charge ? | YES | NO |
| 2. Have you <u>ever</u> been convicted of a crime involving the illegal use or possession of a dangerous weapon ? | YES | NO |

If yes, list all arrests, indictments, or orders to appear in court for any felony charge(s), or any illegal use or possession of a weapon/CCW related arrests, criminal citations, indictments, and orders to appear in court. Regardless of the final disposition (outcome).

Arrest Date	City/State	Arresting Agency	Charge/Offense	Disposition (outcome)

3. In the chart below list **ALL** arrests, citations and orders to appear in court
Failure to list ALL events could result in the denial of your registration application
- List **ALL** charges and/or citations regardless if placed in handcuffs
 - List **ALL** charges regardless if they were expunged, dismissed or denied
 - List **ALL** charges regardless if dismissed under California PC 1203.4
 - List **ALL** charges regardless of how long ago the incident occurred
 - List **ALL** charges regardless of what State it occurred in
 - **Do not** list parking or minor moving violations

Check here if - This section not applicable to you

Arrest Date	City/State	Arresting Agency	Charge/Offense	Disposition (outcome)

Failure to list ALL events could result in the denial of your registration application



CIVIL APPLICANT WAIVER

NOTICE OF NONCRIMINAL JUSTICE APPLICANT'S RIGHTS

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 PRIVATE INVESTIGATOR'S LICENSING BOARD 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 the PRIVATE INVESTIGATOR'S LICENSING BOARD, 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.

I certify that I have not been convicted of a felony, OR a crime involving moral turpitude, OR the illegal use of or any other dangerous weapons offense.

FALSE INFORMATION WILL CAUSE DENIAL OF THIS APPLICATION

Applicant's Name: _____
(PLEASE PRINT)

Address: _____

City, State and Zip Code: _____

Applicant's Signature: _____

Date of Birth: _____

NOTE: BY SIGNING THIS APPLICATION YOU CERTIFY THAT YOU HAVE PROVIDED ALL OF THE REQUESTED INFORMATION, INCLUDING YOUR ARREST HISTORY. YOUR APPLICATION WILL BE DENIED FOR FAILURE TO DISCLOSE ALL ARRESTS AND CONVICTIONS.

PRIVATE INVESTIGATOR'S LICENSING BOARD

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Kevin L. Ingram, Executive Director



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Score _____

Security Guard Exam Answer Sheet

Instructions:

- Indicate the correct answer in the corresponding blank spaces below (using the corresponding letter).
- Complete all identifying information, **sign**, and submit this sheet as part of your application.
- I understand pursuant to NAC 648.341(1) I must receive 100% on this exam. My registration status will remain incomplete until I have achieved a perfect score.

Name: _____

Date of Birth: _____

Address: _____

City/State and Zip: _____

Email Address: _____

Telephone #: _____

Signature: _____

Date exam Taken: _____

1. _____

11. _____

21. _____

2. _____

12. _____

22. _____

3. _____

13. _____

23. _____

4. _____

14. _____

24. _____

5. _____

15. _____

25. _____

6. _____

16. _____

26. _____

7. _____

17. _____

27. _____

8. _____

18. _____

28. _____

9. _____

19. _____

29. _____

10. _____

20. _____

30. _____

Study guides are available for free on our website [www.NEVADAPIBOARD.org], or they may be purchased with a money order or cashier's check at our office(s) for \$5.00



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Security Guard Exam Questions

Instructions:

Please indicate the correct answers on the Security Guard Exam Answer Sheet.

Part 1: NRS Statutes

- 1) The Board shall from time to time adopt regulations to enable it to carry out the provisions of this chapter, therefore it is the responsibility of the licensee/registrant to read and review NRS Chapter 648 and Nevada Administrative Code chapter 648 pertaining to a licensee/registrant's rights and/or obligations
 - a. True
 - b. False
- 2) No person may engage in the **business** of private investigator, private patrol officer, process server, reposessor, canine handler, security consultant, or polygraphic examiner/intern unless the person is _____ pursuant to this chapter.
 - a. Registered
 - b. Licensed
 - c. Provisional
- 3) An unlicensed person who performs a **single act** for which a **license is required** has engaged in _____ activity and therefore violated NRS 648.063.
 - a. Approved
 - b. Unlicensed
 - c. Authorized
- 4) The Board does not have the power of subpoena to obtain additional documentation concerning the activity of an unlicensed person or discipline of a licensee.
 - a. True
 - b. False
- 5) A person with an active **work card** is able to engage in the business of private investigator, private patrol officer, process server, reposessor, canine handler, security consultant, or polygraphic examiner under a person licensed in the related field.
 - a. True
 - b. False

For questions 6 – 12 match the job description with its correct definition.

- 6) _____ Security consultant
- 7) _____ Process Server
- 8) _____ Polygraphic examiner
- 9) _____ Repossessor
- 10) _____ Canine Handler
- 11) _____ Private Patrol officer
- 12) _____ Private Investigator (mystery shopper)

Definitions:

- A. Any Person who, for compensation, handles, supplies or trains dogs for the protection or safety of persons or property.
 - B. Any person licensed as a private patrol officer or private investigator who engages in the business of furnishing advice on the proper methods and equipment for providing security and protection for persons and property.
 - C. Any person who by virtue of education, training, and expertise, is capable of conducting a valid and reliable polygraphic examination.
 - D. Any person engaged in the business of employing and providing for other persons watchmen, guards, patrol officers, uniformed officers to control traffic, bodyguards or other persons for the purpose of protecting persons or property.
 - E. Any person who engages in business or accepts employment to locate or recover personal property which has been sold under a conditional sales agreement or which is subject to any other security interest.
 - F. Any person, other than a peace officer of the State of Nevada, who engages in the business of serving legal process within this State.
 - G. Any person who for any consideration engages in business or accepts employment to furnish, or agrees to make or makes any investigation for the purpose of obtaining information
- 13) A convicted **felon may not qualify** to obtain a work card.
- a. True
 - b. False
- 14) The Board requires any person applying for registration pursuant to this chapter to submit their fingerprints to determine the applicant's criminal history.
- a. True
 - b. False
- 15) Licensees are **not** required to inform the board after employees begin their employment
- a. True
 - b. False
- 16) A *Security guard* is defined as a person employed as a watchman, guard, security consultant, patrol officer, or in any other similar position.
- a. True
 - b. False
- 17) A private person may arrest another for a public offense committed or attempted in the person's presence?
- a. True
 - b. False

- 18) It is unlawful for any licensee or any employee, _____, officer, or member of any licensee to make a false report to his or her employer or client (NRS 648.200).
- manager
 - business
 - security guard
- 19) A person with malicious intent and without probable cause may be personally charged with a _____ if they attempt to arrest an innocent person for a misdemeanor or gross misdemeanor.
- Felony
 - Misdemeanor
- 20) Any person who falsely impersonates a police officer or public officer shall be guilty of a gross misdemeanor.
- True
 - False
- 21) _____ is committed when a person goes upon the land or enters into another's building with the intent to annoy or vex the owner or occupant thereof.
- Disturbing the Peace
 - Burglary
 - Trespassing
- 22) Pursuant to NRS648.157 a Private investigator licensed pursuant to this chapter shall not obtain or seek access to information from the _____ for any purpose other than for the determination directly related to the investigation of an insurance claim (NRS 648.157).
- Internal Revenue Service
 - Department of Motor Vehicles
 - Social Security Administration

Part 2: NAC 648 Statutes

- 23) Holding a registered **work card** with the PILB _____ you to individually contract your services, engage as a licensed professional, or hire employees. This may only be done if you hold a PILB license.
- allows
 - does not allow
- 24) Per NAC 648.338 an exemption must be granted by the Director and/or Board **before this person is eligible** to obtain a work card?
- A peace officer
 - A person employed by a federal state or local law enforcement agency
 - A person that contributes to any public employee's retirement system (PERS)
 - All of the above
- 25) The Board may deny an application for registration if the applicant has been convicted of a crime involving moral turpitude or illegal use of possession of _____. (NAC 648.339)
- Narcotic paraphernalia
 - A dangerous weapon
 - A DUI/ DWI
- 26) It is unprofessional conduct for a licensee to evade the requirements of NRS 648.060, by hiring a non-registered employee.
- True
 - False

- 27) A licensee shall immediately terminate the employment of a person employed if the Board notifies the licensee that their registration/provisional status has been denied, suspended, or revoked.
- True
 - False
- 28) To certify a person's successful completion of the course of training in carrying, handling, and using firearms safely such person is required by NAC 648.350 to have their registered work card **and** firearm certification card in their possession at all times while on duty; regardless if they possess a concealed weapons permit (CCW).
- True
 - False
- 29) The firearm certification card is valid for _____ year(s) **only if** the licensee or employee successfully qualifies every **six** months on a course of fire that is given by a certified firearms instructor that is approved by the Board.
- Ten
 - One
 - Five
- 30) It is the responsibility of the registered employee to read and review Nevada Revised Statute Chapter 648 and Nevada Administrative Code Chapter 648 pertaining thereto to determine their rights and/or obligations.
- True
 - False