

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.
 - a. If for a couple, family, etc., all persons must each complete a form in its entirety.
 - b. 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.
 - a. 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.)
 - b. Have your fingerprints taken by a certified fingerprinting technician.
 - c. 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.
 - a. Be sure to sign where required
 - b. No personal checks or cash
 - c. Must be exact amount
 - d. If for a couple, family, etc., include \$21 for each person

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4. 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
2. Positive Record Response—a letter indicating that a state record was located along with the complete content of that record.

