Las Vegas Metropolitan Police Department
400 Stewart Avenue
Las Vegas, Nevada 89101-2984
(702) 795-3111

TO: ALL PRIVILEGED LICENSE APPLICANTS

It is important you fill out the Las Vegas Metropolitan Police Department questionnaires **completely**. We have noticed in the past that character reference addresses, employment addresses, and financial institution addresses are often incomplete. All addresses need to include the street number and name, city, state and **zip code**.

Please include any and all contact phone numbers to ensure that the Investigator assigned to your case will be able to contact you to schedule and interview or discuss your case.

Incomplete applications cause significant delays in an investigation.

Please use **BLACK** ink only when completing this application. The application can not be accepted if blue ink is used.

If you have any questions about filling out the questionnaires, please call our office at (702) 828-3243.

Please note that for all non-English speaking, hearing impaired, or otherwise impaired applicants, **IT IS YOUR RESPONSIBILITY** to provide an Interpreter ONLY through the following:

Eighth Judicial District Court Interpreter Services

Regional Justice Center
200 Lewis Avenue
Las Vegas, NV 89101

Office Hours:
Monday - Friday
7:00 a.m. to 5:00 p.m.

Phone: (702) 671-4581
Fax: (702) 671-4617

Reminder to Business License applicants:

When you are given the referral to report to Fingerprint Bureau, it will be necessary to bring with you the following:

1. $45 *cash* processing fee for fingerprints and/or a work card,

   plus

2. $45 *cash* processing fee for the State and FBI background check based on submission of your fingerprints.

Department of Business License

JACQUELINE R. HOLLOWAY
DIRECTOR

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR
P.O. BOX 551810
LAS VEGAS, NEVADA 89155-1810
(702) 455-4252
(800) 328-4813
FAX (702) 386-2168
http://www.co.clark.nv.us/business_license

Clark County Business License: Additional Information

The following information is provided to assist business owners and their employees in obtaining necessary approvals to conduct business or work at certain businesses in Clark County. Below are the procedures for obtaining a Southern Nevada Health District Card, Las Vegas Metropolitan Police Department Work Identification Card, and an Alcohol Awareness Training Card.

*** How to apply for a Health Card with the Southern Nevada Health District ***

The Southern Nevada Health District is located at 625 Shadow Lane, Las Vegas, Nevada, 89127. The nearest cross streets are SHADOW LANE and ALTA DRIVE. (See attached Map of Downtown Las Vegas for directions.) Their phone number is (702) 759-1000.

They are open **8:00 am to 4:00 pm Monday through Friday**, excluding holidays.

Health Cards are $40.00. Please bring two forms of valid identification, one of which must contain a photo. An additional $10 late fee will be applied to card renewals that have expired.

If you need a childcare card, adult group care card, or other type of health card, you will receive a Hepatitis A vaccination and either a skin test or x-ray for Tuberculosis. **Single-step TB skin tests are <u>not available</u> on Thursdays**.

You **<u>must also attend an hour movie within 30 days</u>** of applying for the health card. Check the movie schedule below for the time most convenient for you. You do not need to make a reservation. Please arrive on time as seating is limited and doors close promptly at each scheduled movie time. Persons arriving late to these classes will not be admitted. Remember to take the gold and green or pink and green copies received at the time of the TB test to the class. However, copies of those forms will be available to fill out again in the event a person does not have them.

Failure to complete the one hour movie within 30 days of applying will result in a full-price reprocessing fee.

Classes are held at the following locations and times: ****En Español**

Ravenholt Public Health Center (702) 759-1099				
Monday	9 a.m.	12:30 p.m.	3:30 p.m.	7 p.m.
Tuesday	9 a.m.	12:30 p.m.	3:30 p.m.	7 p.m.**
Wednesday	9 a.m.	12:30 p.m.**	3:30 p.m.	7 p.m.
Friday	9 a.m.	12:30 p.m.	3:30 p.m.	
East Las Vegas Public Health Center (702) 759-1340				
Monday	10 a.m.	1 p.m. **	3 p.m.	
Tuesday	10 a.m.	1 p.m.	3 p.m.**	7 p.m.**
Wednesday	10 a.m.**	1 p.m.	3 p.m.	
Thursday	10 a.m.	1 p.m.	3 p.m.**	7 p.m.
Friday	10 a.m.	1 p.m.	3 p.m.**	
Cambridge Community Outreach Center (702) 732-1781				
Monday	9 a.m.	11 a.m.	2 p.m.**	
Tuesday	9 a.m.**	11 a.m.	2 p.m.	
Wednesday	9 a.m.	11 a.m**	2 p.m.	
Thursday	9 a.m.	11 a.m.	2 p.m.**	
Friday	9 a.m.	11 a.m.	2 p.m.**	

How to apply for a Work Identification Card with the
Las Vegas Metropolitan Police Department

Prospective employees of certain regulated businesses and liquor and/or gaming businesses are required to obtain a work identification card from the Las Vegas Metropolitan Police Department. The business owner or their approved representative will give the prospective employee a Work Identification Card Referral form, signed by the owner or representative (these are issued by the Las Vegas Metropolitan Police Department, Fingerprint Bureau).

The prospective employee takes their signed referral form to:

In Las Vegas, NV

LVMPD Fingerprint Bureau
5880 Cameron Street (Cross Streets: Cameron and Russell)
Hours: Between 8:00 am and 4:00 pm, Monday through Friday (except holidays)
Telephone: (702) 828-3271

In Laughlin, NV

Regional Government Center
101 Civic Way (Cross Streets: Civic Way and Big Bend in Laughlin, Nevada)
Hours: Between 8:00 am and 4:00 pm, Monday through Friday (except holidays)
Telephone: (702) 298-4282

GENERAL INFORMATION:

1. The fee for a work card is $45 cash. Positions for Security, Child Care and some Liquor investigations require a FBI background check, which is an additional fee.
2. We are no longer an authorized fingerprint agent for immigration purposes.
3. All work card applicants (original or renewal) must have a referral slip signed by your employer and be completely filled out prior to arrival.
4. Persons not born in the U.S. or U.S. Territory must have one of the following: Naturalization Certificate - U.S. Passport - U.S. Birth Certificate and/or an Alien Card. This includes persons of U.S. Citizenship born abroad.
5. You must show two forms of acceptable I.D. - any state issued Driver's License or I.D. - Military I.D. - DD214 - U.S. Passport - Social Security Card - Naturalization Certificate - Baptismal Certificate - or Alien Card. If you are a non-citizen, you must bring your alien card with you each and every time. A certified copy of your Birth Certificate must be shown by all applicants 25 years of age and younger. No exceptions.
6. Juveniles 17 and under must bring a work permit from Clark County Juvenile Court Services, located at 601 N. Pecos Road. The name of the establishment listed on the application must match the name of the establishment listed on the work permit.
7. Cards may not be issued to applicants with felony convictions.
8. Cards may not be issued to persons who falsify work applications.

How to apply for an Alcohol Awareness Training Card

Owners, Managers, and Employees, who sell, serve, handle, or supervise the sale, service of handling of any type of alcoholic liquor or alcoholic beverage must attend an accredited alcohol awareness training class, pass a final test, and receive an alcohol awareness training card before selling, serving, handling, or supervising the sale, service or handling of alcoholic beverages.

Frequently Asked Questions:

Do you have to have an alcohol awareness training card to clear away empty bottles of glasses that had alcohol in them?

A. Yes, because they still contain the residue of the alcoholic beverage.

Does my 18 year-old stock person need an alcohol awareness training card to stock beer and wine in my cooler?

A. This is a trick question. Yes, they would, BUT no, they could not get one. Anyone who handles alcohol in any way, including stock people, needs an alcohol awareness training card. However, no person under the age of 21 can handle alcohol. Clark County Code 8.20.360 states, "It is unlawful for any licensee to employ any minor person to sell or handle any alcoholic liquor of any kind, or to permit any minor person to handle such liquor in his place of business in any way..."

When does my alcohol awareness training card expire?

A. According to Clark County Code 8.20.055, alcohol awareness training cards expire five (5) years after the certification date.

How long are the classes?

A. The initial class is four (4) hours long. Refresher classes last for two (2) hours. Each person wishing to obtain or renew a card must pass a test and get a score of at least 75% before they will be certified as trained in alcohol awareness.

Do I need to be working to take the class?

A. Good news. Anyone who wants to sign up and take an alcohol awareness training class can do so; unlike work cards, which require you to have employment before you apply, you can take the alcohol awareness training class anytime.

WHO DO I CALL TO SIGN UP FOR A CLASS?.....SEE THE ATTACHED LIST OF PROVIDERS!!!

ALCOHOL AWARENESS PROVIDERS TO THE GENERAL PUBLIC

(AAT) **433-5955**
ALCOHOL AWARENESS TRAINING **Offers 2-hour refresher course**
Stephen C. Easley Fax: 433-1770
3088 E. Sunset Rd
Las Vegas NV 89120

(ACT) **367-0027**
ALCOHOL CONTROL TECHNIQUES **Offers 2-hour refresher course**
Timothy Kane Boomers Bar & Grill-Banquet Room
P.O.Box 27557 3200 Sirius
Las Vegas NV 89126 Las Vegas NV 89102
Fax: 367-2119

(A.E.S.) **253-7821**
ALCOHOL EDUCATIONAL SERVICES **Offers 2-hour refresher course**
Wally Bindig Fax: 220-6634
4760 W. Dewey Dr. #103
Las Vegas NV 89118

(ASTEP) **792-6388**
ALCOHOL SERVER TRAINING AND EDUCATION PROGRAM
Richard D. Reynolds **%**Stake Out Bar & Grill
4800 S. Maryland Parkway **Offers 2-hour refresher course**
Las Vegas NV 89119

(CARE) **739-9000 ext: 6019**
CONTROLLING ALCOHOL RISKS EFFECTIVELY **Offers 2-hour refresher course**
R.T. Germain Fax: 739-7783
115 E. Tropicana
Las Vegas NV 89109

TAM/NEVADA **369-0544**
TEACHING ALCOHOL MANAGEMENT **Offers 2-hour refresher course**
Ann Doyle Fax: 731-9402
557 E. Sahara Ave. #223
Las Vegas NV 89104

TAM/NEVADA **873-8192**
TEACHING ALCOHOL MANAGEMENT **Offers 2-hour refresher course**
Ann Doyle Fax: 873-8913
2550 S. Rainbow Blvd. Ste E-14
Las Vegas NV 89146

TAM - SOUTH **392-4852**
Kathleen Boutin **Offers 2 hour refresher course**
3430 E. Tropicana #64 **& classes in Spanish**
Las Vegas NV 89121 Fax: 434-3314

(TIPS) **265-3075**
TRAINING FOR INTERVENTION PROCEDURES **Offers 2 hour refresher course**
Rick Vaillancourt Fax: 255-5799
8416 Justine Ct
Las Vegas NV 89128

TOP CATZ (A.A.C.P.) **669-9706**
ALCOHOL AWARENESS CERTIFICATION PROGRAM
Cheryl Waites **Offers 2-hour refresher course**
Skinny Dugans-Banquet Room Fax: 558-1783
4127 W. Charleston
Las Vegas NV 89102

BOYD GAMING CORPORATION **792-7297**
ATTN: Michael Tunney Fax: 792-7354
Functional and Technical Training Manager
2950 South Industrial Rd
Las Vegas NV 89109-1100

MANDALAY BAY **632-7196**
ATTN: Raeann Pourroy Fax: 632-7179
Training Manager
3950 Las Vegas Blvd South
Las Vegas NV 89119

THOMAS & MACK CENTER **895-3292**
University of Nevada, Las Vegas Fax: 895-4319
ATTN: Judith Grotts
4505 Maryland Parkway
Box 450003
Las Vegas NV 89154-0003

UNIVERSITY OF NEVADA, LAS VEGAS **895-3903**
SERVING ALCOHOL WITH CARE **Offers 2-hour refresher course**
College of Hotel Administration
Hospitality Research and Development Center **ONLY FOR CLASSES FOR**
4505 S. Maryland Parkway **GROUPS OF 25 OR MORE!!**
Las Vegas NV 89154

CALL AHEAD FOR FOREIGN LANGUAGE INTERPRETATIONS

LAS VEGAS METROPOLITAN POLICE DEPARTMENT

AUTHORIZATION TO RELEASE INFORMATION

APPLICANT'S NAME: _____
PLEASE PRINT

FROM: LAS VEGAS METROPOLITAN POLICE DEPARTMENT

_____ I hereby authorize and request all persons to whom this request is presented to release to the Las Vegas Metropolitan Police Department any and all information concerning me regarding arrests, convictions and licensing records. In addition, any information that can be used to verify my identity as well as to verify the accuracy and completeness of my license and/or work card application is also hereby authorized for release.

_____ A reproduction of this request by Xerox or similar process shall be for all intents and purposes as valid as the original.

_____ I understand that falsifying my application is a Gross Misdemeanor (NRS 199.120).

_____ I acknowledge that I have read the foregoing and understand the content and import thereof.

In witness whereof, I have executed this request at **Las Vegas, Nevada o**n the ____ day of _____**,** _____**.**

_____
Print Name

_____
Signature

STATE OF _____)
)ss:
COUNTY OF _____)

Subscribed and sworn to before me this
_____ day of _____ , _____.

_____
Notary Public in and for said
County and State

_____
Signature of the Las Vegas Metropolitan Police Department Officer presenting this Request

Date: _____

LAS VEGAS METROPOLITAN POLICE DEPARTMENT

AUTHORIZATION TO RELEASE INFORMATION

APPLICANT'S NAME: _____
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Print Name

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Signature

STATE OF _____)
)ss:
COUNTY OF _____)

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_____ day of _____ , _____.

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Notary Public in and for said
County and State

_____
Signature of the Las Vegas Metropolitan Police Department Officer presenting this Request

Date: _____