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.clarkcountynv.gov/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 Main Facility is located at
330 S. Valley View Blvd.
Las Vegas, NV 89107

For the most up to date information, go to the Southern Nevada Health District Home Page at http://www.southernnevadahealthdistrict.org. Choose the Health Card link on the left hand side of the page. Or contact them at (702) 759-1000.

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

For the most up to date information, go to the Las Vegas Metropolitan Police Department Home Page at http://www.lvmpd.com. Choose Permits / Work Cards.
Or contact them at (702) 828-3271. Hours: Between 8:00 am and 4:00 pm, Monday through Friday (except holidays)

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

5880 Cameron St.
Las Vegas, NV 89118
Located off of Cameron Street and Russell Road

400 S. Martin Luther King Blvd., Bldg. C
Las Vegas, NV 89106
Located off of Martin Luther King Blvd. and Alta Drive

In Laughlin, NV

Regional Government Center
101 Civic Way (Cross Streets: Civic Way and Big Bend in Laughlin, Nevada) Telephone: (702) 298-4282

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?

For Alcohol Awareness Providers, go to:

Commission on Post Secondary Education: *www.cpe.state.nv.us*

Choose tab ***Info for Students*** and drop-down ***Approved Alcohol Awareness Training Schools***