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.
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 not available on Thursdays.

You must also attend an hour movie within 30 days 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:

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<thead>
<tr>
<th>Ravenholt Public Health Center (702) 759-1099</th>
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<td>Monday</td>
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<tr>
<th>East Las Vegas Public Health Center (702) 759-1340</th>
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<td>Monday</td>
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<td>Tuesday</td>
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<tr>
<th>Cambridge Community Outreach Center (702) 732-1781</th>
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<td>Monday</td>
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<td>Tuesday</td>
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**En Español**
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!!!
<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
<th>Notes</th>
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<tbody>
<tr>
<td>(AAT) Alcohol Awareness Training</td>
<td>433-5955</td>
<td>Offers 2-hour refresher course</td>
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<tr>
<td></td>
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<td>Fax: 433-1770</td>
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<tr>
<td>Stephen C. Easley</td>
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<td>3088 E. Sunset Rd</td>
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<td>Las Vegas NV 89120</td>
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<tr>
<td>(ACT) Alcohol Control Techniques</td>
<td>367-0027</td>
<td>Offers 2-hour refresher course</td>
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<td>Timothy Kane</td>
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<tr>
<td>Boomers Bar &amp; Grill-Banquet Room</td>
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<tr>
<td>3200 Sirius</td>
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<tr>
<td>Las Vegas NV 89102</td>
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<td>Fax: 367-2119</td>
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<tr>
<td>(A.E.S.) Alcohol Educational Services</td>
<td>253-7821</td>
<td>Offers 2-hour refresher course</td>
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<tr>
<td>Wally Bindig</td>
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<td>4760 W. Dewey Dr. #103</td>
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<tr>
<td>Las Vegas NV 89118</td>
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<td>Fax: 220-6634</td>
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<tr>
<td>(ASTEP) Alcohol Server Training and Education Program</td>
<td>792-6388</td>
<td>Offers 2-hour refresher course</td>
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<tr>
<td>Richard D. Reynolds</td>
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<td>%Stake Out Bar &amp; Grill</td>
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<tr>
<td>4800 S. Maryland Parkway</td>
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<tr>
<td>Las Vegas NV 89119</td>
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<tr>
<td>(CARE) Controlling Alcohol Risks Effectively</td>
<td>739-9000 ext: 6019</td>
<td>Offers 2-hour refresher course</td>
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<td>R.T. Germain</td>
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<tr>
<td>115 E. Tropicana</td>
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<td>Fax: 739-7783</td>
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<td>Las Vegas NV 89109</td>
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<tr>
<td>TAM/NEVADA Teaching Alcohol Management</td>
<td>369-0544</td>
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<tr>
<td>Ann Doyle</td>
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<tr>
<td>557 E. Sahara Ave. #223</td>
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<tr>
<td>Las Vegas NV 89104</td>
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<td>Fax: 731-9402</td>
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<tr>
<td>TAM/NEVADA Teaching Alcohol Management</td>
<td>873-8192</td>
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<td>Ann Doyle</td>
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<tr>
<td>2550 S. Rainbow Blvd. Ste E-14</td>
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<tr>
<td>Las Vegas NV 89146</td>
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<td>Fax: 873-8913</td>
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TAM - SOUTH
Kathleen Boutin
3430 E. Tropicana #64
Las Vegas NV 89121
392-4852
Offers 2 hour refresher course
& classes in Spanish
Fax: 434-3314

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

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

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

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

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

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

CALL AHEAD FOR FOREIGN LANGUAGE INTERPRETATIONS