

Sparks Police Department

Home Services License Background Check

The Sparks Police Department will not conduct a background check for a Home Services License without prior authorization in writing from Revenue. Once you have completed the application process with Revenue, please bring the following items to the Sparks Police Department Identification Section.

- \$63.25 in cash, money order or cashier's check (Personal checks cannot be accepted) this amount includes Sparks Police Department fees and State/FBI fingerprinting fees.
- A copy of City of Sparks Business License Application, indicating you have applied for a Home Service License and paid the appropriate fees.
- Sparks Police Department Business License Background Application
- City of Sparks, Nevada Personal History Records Form
- Sparks Police Department Authorization to Release Criminal History Record Information Form.
- Sparks Police Department Child Support Information Form
- Nevada Department of Public Safety Civil Applicant Waiver
- Valid Photo Identification
- Fictitious Business Name Registration Form

PLEASE NOTE:

1. Sparks Police Department Business License Background Application and the City of Sparks, Nevada Personal History Records Form requires your signatures to be notarized. There is a notary available at Sparks Police Department. These forms must be signed in the presences of the notary.
2. After the background investigation has been completed and a Home Service License has been issued, the applicant and all employees must obtain a Home Service Work Permit (which is an additional \$25.00) if they will be cleaning homes in the City of Sparks.
3. All owners must pay the \$27.00 police investigation fee and \$36.25 fee for fingerprints.

Sparks Police Department Identification Section hours of operation are: Tuesday thru Friday 9 a.m. to 3:30 p.m. Please plan to arrive by 3 p.m. to ensure you can be processed. Please call (775) 353-2243 if you have any questions.

SPARKS POLICE DEPARTMENT BUSINESS LICENSE BACKGROUND APPLICATION

TYPE OF LICENSE:

DATE OF APPLICATION: _____

Massage Home Service

NCIC/NCJIS/SQCH Clear See attached paperwork

Other: _____

APPLICANT'S NAME _____ I.D.# _____
FIRST MIDDLE LAST

RESIDENCE ADDRESS _____ RESIDENCE PHONE _____
STREET CITY/STATE/ZIP

CITIZENSHIP _____ PLACE OF BIRTH _____ ALIEN REG. NO. _____

BUSINESS NAME _____ BUSINESS PHONE _____

BUSINESS ADDRESS _____
STREET CITY STATE ZIP

(FORMER NAME OF BUSINESS) _____

SPECIFIC LICENSE DESIRED _____ DATE DESIRED _____

ARE YOU: SOLE OWNER PARTNERSHIP CORPORATION

LIST NAME OF CORPORATION _____

IF CORPORATION, LIST PERCENTAGE OF TOTAL STOCK TO BE OWNED OR CONTROLLED BY APPLICANT _____

LIST BELOW ALL MEMBERS OF THE CORPORATION OR PARTNERSHIP, TOGETHER WITH THE PERCENTAGE OWNED BY EACH AND THE AMOUNT INVESTED BY EACH

NAME	% OF OWNERSHIP	AMOUNT INVESTED
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

IN WHICH STATE ARE THE BYLAWS OR ARTICLES OF INCORPORATION FILED? _____

LIST ALL ASSETS TO BE INVESTED IN THE BUSINESS

ASSETS	HOW ASSETS ARE TO BE USED	AMOUNT OF VALUATION
_____	_____	_____
_____	_____	_____

STATE NAME AND ADDRESS OF ANY PERSON, FIRM, OR CORPORATION WHICH HAS UNDERTAKEN TO ADVANCE MONIES TO YOU TO ASSIST IN THE FINANCING OF THIS BUSINESS; RELATIONSHIP, IF ANY, TO YOU

NAME	ADDRESS	RELATION TO APPLICANT
_____	_____	_____
_____	_____	_____

EXPLAIN METHOD OF REPAYMENT, INTEREST RATES, FOR ANY LOAN LISTED ABOVE

HAVE YOU EVER BEEN REFUSED OR HAD REVOKED A BUSINESS LICENSE IN NEVADA? YES NO

IN ANY OTHER STATE? YES NO

IF YES, STATE WHERE, WHEN AND THE REASON _____

PORTION OF THE BUILDING TO BE USED (PLACE OF BUSINESS) _____

NAME/NAMES OF OWNERS OF BUILDING (REAL PROPERTY) OR AUTHORIZED REPRESENTATIVE

ADDRESS _____

HAVE YOU OR ANY MEMBER OF YOUR PARTNERSHIP OR OFFICIAL OF THE CORPORATION BEEN CONVICTED IN THE PAST FIVE YEARS OF ANY OFFENSE LISTED IN TITLE 5, SECTION 5.65.070 OR 5.60.060 OF THE SPARKS MUNICIPAL CODE? YES NO

IF APPLICANT IS AN AGENT OF A COMPANY, THE FOLLOWING MUST BE PROPERLY EXECUTED BY TWO OFFICIALS FOR THE COMPANY AND THEIR SIGNATURES MUST BE PROPERLY NOTARIZED.

COMPANY NAME _____

THE APPLICANT, AGENT, NAMED IN THIS APPLICATION IS HEREBY AUTHORIZED TO MAKE THE FOREGOING APPLICATION AND TO CONDUCT THE BUSINESS SOUGHT TO BE LICENSED BY THIS APPLICATION. THE APPLICANT IS HEREBY AUTHORIZED TO DO ALL ACTS INCIDENTAL TO THE OPERATION OF SAID BUSINESS AND ALL ACTS DONE BY HIM IN THE CONDUCT OR OPERATION OF SAID BUSINESS ARE HEREBY RATIFIED AND CONFIRMED. THE SAID APPLICANT, AGENT, IS HEREBY DESIGNATED AS A PERSON UPON WHOM MAY BE SERVED ALL NECESSARY PROCESS OR PROCESSES IN ANY ACTION THAT MAY BE COMMENCED AGAINST THE UNDERSIGNED BY REASON OF THE OPERATION OF THE LICENSED BUSINESS IN ANY OF THE COURTS OF THE STATE OF NEVADA.

SIGNATURE OF OFFICIAL

(PLEASE PRINT NAME) TITLE

SIGNATURE OF OFFICIAL

(PLEASE PRINT NAME) TITLE

SUBSCRIBED AND SWORN TO BEFORE
ME THIS _____ DAY OF _____
20 ____.

NOTARY PUBLIC

IN THE STATE OF NEVADA,
IN THE COUNTY OF WASHOE.

I, _____, BEING FIRST DULY SWORN, DEPOSE AND SAY THAT IF GRANTED A LICENSE, I WILL CONDUCT, MAINTAIN, AND CARRY ON THE LICENSED BUSINESS IN AN ORDERLY MANNER IN ACCORDANCE WITH THE PROVISIONS OF THE LAWS OF THE STATE OF NEVADA, AND THE ORDINANCES OF THE CITY OF SPARKS, APPLICABLE TO THE CONDUCT OF SUCH BUSINESS AND THAT THE APPLICATION IS MADE UPON THE EXPRESS CONDITION THAT IF SUCH LICENSE BE GRANTED, IT SHALL BE SUBJECT TO REVOCATION IN ACCORDANCE WITH THE PROVISIONS OF THE CITY OF SPARKS MUNICIPAL CODE, AND I FURTHER STATE THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE AND CORRECT. I ALSO AUTHORIZE ANY BANK OR LENDING INSTITUTION TO RELEASE TO THE CITY OF SPARKS POLICE DEPARTMENT WHATEVER INFORMATION IS NECESSARY FOR THEM TO PROPERLY PROCESS THIS APPLICATION. I WILL ADVISE THE SPARKS BUSINESS LICENSE DIVISION OF ANY CHANGE OF FINANCING, ADDITIONAL LOAN OR CAPITAL INVESTMENT THAT MAY OCCUR DURING THE TENURE OF THIS LICENSE.

SIGNATURE OF APPLICANT

SUBSCRIBED AND SWORN TO BEFORE ME
THIS _____ DAY OF _____ 20____

NOTARY PUBLIC

IN THE STATE OF NEVADA,
IN THE COUNTY OF WASHOE.

PLEASE PRINT OR TYPE
CITY OF SPARKS, NEVADA

ID NUMBER _____

DATE _____

PERSONAL HISTORY RECORDS

NAME IN FULL _____
FIRST MIDDLE LAST

SOCIAL SECURITY NUMBER _____ DRIVER'S LICENSE # _____

LIST ALL OTHER NAMES YOU HAVE BEEN KNOWN BY _____

RESIDENCE ADDRESS _____
STREET CITY STATE

RESIDENCE PHONE _____ BUSINESS PHONE _____

NAME OF PRESENT BUSINESS OR EMPLOYER _____

BUSINESS ADDRESS _____
STREET CITY STATE

TYPE OF BUSINESS _____ POSITION _____

HOW LONG ENGAGED IN THIS BUSINESS? _____

ARE YOU A CITIZEN OF THE UNITED STATES? YES NO ALIEN REGISTRATION NUMBER _____

IF NATURALIZED CITIZEN, DATE AND PLACE OF NATURALIZATION AND CERTIFICATE OF CITIZENSHIP NUMBER _____

PLACE OF BIRTH _____ DATE OF BIRTH _____ AGE _____ RACE _____

HAIR COLOR _____ EYE COLOR _____ HEIGHT _____ WEIGHT _____ MARITAL STATUS _____

SPOUSE'S NAME _____
FIRST MIDDLE LAST

SPOUSE'S DATE OF BIRTH _____ PLACE OF BIRTH _____

SPOUSE'S PLACE OF EMPLOYMENT _____ POSITION _____

HAVE YOU EVER BEEN ARRESTED? YES NO IF YES, GIVE DETAILS BELOW:

DATE OF ARREST	CHARGE	ARRESTING AGENCY	DISPOSITION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MILITARY SERVICE: YES NO DATES OF SERVICE _____ TYPE OF DISCHARGE _____

LIST CITIES IN WHICH YOU HAVE LIVED DURING THE PAST 10 YEARS:

CITY	ADDRESS	FROM:	TO:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LIST PLACES OF EMPLOYMENT OR BUSINESS FOR PAST 10 YEARS. (IF YOU HAVE WORKED OR BEEN IN BUSINESS IN ONE PLACE FOR 10 YEARS, LIST TWO PREVIOUS PLACES OF EMPLOYMENT OR BUSINESS.)

NAME/TYPE OF BUSINESS	ADDRESS	POSITION	FROM:	TO:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIST 5 CHARACTER REFERENCES (DO NOT INCLUDE PRESENT EMPLOYER OR RELATIVES)

NAME	ADDRESS (STREET, CITY, STATE, ZIP)
_____	_____
_____	_____
_____	_____
_____	_____

ARE YOU A CURRENT REGISTERED VOTER IN THE STATE OF NEVADA? YES NO IF YES, COUNTY YOU ARE REGISTERED IN _____

HAVE YOU EVER FILED BANKRUPTCY? YES NO IF YES, WHERE _____

HAVE YOU EVER HELD OR DO YOU PRESENTLY HOLD A NEVADA STATE GAMING LICENSE? YES NO IF YES, NUMBER: _____

HAVE YOU EVER HELD OR DO YOU PRESENTLY HOLD A CITY OF SPARKS LIQUOR AND/OR GAMING LICENSE? YES NO IF YES, STATE TYPE OF LICENSE: _____

DO YOU HAVE ANY BUSINESS INTEREST DIRECTLY OR INDIRECTLY IN LIQUOR GAMING OF ANY NATURE OUTSIDE THE STATE OF NEVADA?

YES NO IF YES, EXPLAIN: _____

LIST ALL BANKS WITH WHOM YOU HAVE DONE BUSINESS:

BANK	ADDRESS/BRANCH	TYPE OF ACCOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HAVE YOU EVER BEEN EMPLOYED WHERE LIQUOR OR GAMING WAS PRESENT? YES NO IF YES, LIST PLACES OF EMPLOYMENT:

BUSINESS NAME	ADDRESS	EMPLOYER/SUPERVISOR
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DO YOU HAVE ANY RELATIVES CONNECTED WITH THE LIQUOR OR GAMING INDUSTRY? YES NO IF YES, STATE WHO, RELATIONSHIP, WHERE AND POSITION:

I HEREBY CERTIFY THAT ALL STATEMENTS MADE ON THIS PERSONAL HISTORY RECORD ARE TRUE AND CORRECT.

SIGNATURE

PLEASE PRINT NAME

SUBSCRIBED AND SWORN TO BEFORE ME THIS
____ DAY OF _____, 20 ____

IN THE STATE OF NEVADA
IN THE COUNTY OF WASHOE.

NOTARY PUBLIC

SPARKS POLICE DEPARTMENT

AUTHORIZATION TO RELEASE CRIMINAL HISTORY RECORD INFORMATION

To: Sparks Police Department and Criminal Justice Agencies

I hereby give my written consent for any criminal justice agency to disseminate my record of criminal history to the Sparks Police Department for the purpose of work permit review.

I understand that a record of criminal history means the information contained in records collected and maintained by agencies of criminal justice, consisting of description which identifies the subject, notation of arrests, detention, indictments, information or other formal criminal charges and dispositions of charges including dismissals, acquittals, convictions, correctional supervision and release.

I hereby give my written consent for the Sparks Police Department to disseminate my record of criminal history to the following prospective employer:

(Name of Prospective Employer)

I hereby release, discharge, exonerate and hold harmless all Criminal Justice Agencies, including the Sparks Police Department, its agents and representatives and any person furnishing information, from any and all liability of every nature and kind arising out of the disseminating and inspection of my records of criminal history.

Date

Signature of Applicant

Print Name

Date of Birth

Social Security Number

Photo Identification Type and Number

Sparks Police Department Employee Signature

SPARKS POLICE DEPARTMENT
CHILD SUPPORT INFORMATION

Date: _____ Employer: _____

Print Name: _____ Signature: _____

Home Address: _____ Social Security #: _____
(Number & Street) (City, State & Zip Code)

Mark **ONE** of the three appropriate statements. Your work permit will not be processed if you do not answer one of the following:

1. I am not subject to a court order for child support.
2. I am in compliance with a court order or repayment plan for child support.
(“In compliance” means you have paid the entire amount ordered every month.)
3. I am not in compliance with a court order or repayment plan for child support.

The court order or repayment plan must be approved by the district attorney or other public agency enforcing the order.



CIVIL APPLICANT WAIVER

NOTICE OF NON-CRIMINAL 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 non-criminal justice purpose, you have certain rights which are discussed below.

1. You must be notified by the Sparks Police Department 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 Sparks Police Department to submit a set of my fingerprints to the Nevada Department of 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, detainments, 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 appear below, do hereby and irrevocably agree to the above.

Applicant's Name: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Address: _____

Applicant's Signature: _____

Date: _____

Submitting Agency: SPARKS POLICE DEPARTMENT

Address: 1701 E. PRATER WAY, SPARKS, NV 89434

Agency Representative: _____
(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency Representative's Signature: _____

Date: _____

NEVADA REVISED STATUTES PERTAINING TO HOME SERVICES BUSINESSES

Section 5.60.090 Maintenance of records.

A record shall be kept by the licensee showing every transaction whereby any home service employee is employed, furnished or arranged for on behalf of any patron or customer, hour of the transaction, the name, address and telephone number of the patron or customer, the name of each home service employee involved, the fee charged per hour to the patron, the total fee charged each patron, the amount paid the home service employee, the amount retained by the licensee, and such other information as the chief of police or his designee may reasonably require by rule. Such record shall be available and open to inspection and copying by the police department at any time.

(Ord. 1116 § 8, 1977; Ord. 1064 § 1 (part), 1976.)

(Ord. 2190, Amended, 10/13/2003, Prior Text)

Section 5.60.110 Submission of employee records.

Each licensee shall submit to the chief of police a complete and current list of all employees, their work permit numbers, together with their addresses and telephone numbers at the time the license is first issued and on the first of January and first of June of each year thereafter. Each licensee shall submit to the chief of police the names and addresses of all employees terminated from employment within forty-eight hours after termination.

(Ord. 1064 § 1 (part), 1976.)

(Ord. 2190, Amended, 10/13/2003, Prior Text)