

PREPARATION AND FILING OF THE PETITION:

Step One: Obtain criminal history records. Nevada's Central Repository for Criminal Records is part of the Department of Motor Vehicle and Public Safety Records and Identification Bureau, 333 West Nye Lane, Carson City, Nevada 89706; (775) 684-6262.4 You should contact this Department directly to ascertain what information it will need from you (*i.e.* fingerprint cards, FBI Request Form and cashier's checks) in order to process your request for your criminal history. (You can obtain fingerprint cards and a FBI Request Form from this Department.) There are fees for these services. It is important that you ask about the fees involved and to whom, and in what manner, such fees are to be paid. NRS 179.245(2); NRS 179.255(2).

Step Two: Complete the Petition to Seal Records and sign it before a Notary Public. File the Petition (together with the required accompanying documents) with the court. **There is a \$71.00 filing fee for Record Sealing which must be paid at the time of filing the Petition.**

1. The Petition must contain the date of arrest, arresting agency, agency case number, the original charges under which the petitioner was arrested, the charges formally charged and the date and charges of which the petitioner was eventually convicted (or acquitted or which were dismissed.)

2. The Petition must be filed in the court within THIRTY (30) days of receipt of the criminal history records. Beyond THIRTY (30) days, the criminal history record is considered "stale" and the petitioner will be required to obtain a new criminal history record.

3. As noted above, a current verified copy of the Petitioner's criminal history (from Nevada and the FBI) must be attached to the Petition.

Step Three: You will file the Petition to Seal Record with the Court.

Once the Petition has been filed with the court; the Court will provide a copy with a Notice of Receipt to the Prosecuting Attorney's Office, Arresting Agency, and Petitioner. The Prosecuting Attorney's Office will have THIRTY (30) days to file a written objection to the Petition. If no objection is filed, the Court will take the matter under submission for decision. If an objection is filed, the Court will contact Petitioner to schedule a hearing

Step Four: Once the Judge has signed the Order to Seal Records, the Court will produce certified copies of the Order and mail them to the Petitioner. It is the responsibility of the Petitioner to serve all agencies who may have any record of the arrest with a certified copy of the Order Sealing Records along with a blank “return” to be completed by the agency and returned to the court advising it of compliance with the order.



**To Obtain a Copy of Nevada
Criminal History Records
(DPS-006)**

The Nevada Criminal History Repository provides personal criminal history record information for the State of Nevada *only*. We cannot provide information for other states or the Federal Bureau of Investigation (FBI). In order to obtain your State of Nevada record, or proof that one does **not** exist, please follow the instructions below.

Who may request a copy of Nevada Criminal History Record Information (or proof that a record does **not** exist).

- Only the subject of the identification record can request a copy of his or her own Nevada Criminal History Record Information.

Please follow the instruction below on how to request a copy of Nevada Criminal History Record Information (or proof that a record does **not** exist).

1. Complete the Identification File Request for Nevada Records of Criminal History Form, DPS-006 (PID) on page 3. Please note, if for a couple, family, etc., all persons must obtain their own packet and complete the DPS-006 form in its entirety.
2. Obtain proof of identity via 1 fingerprint card complete with name, date of birth (DOB), place of birth (POB), sex, race, height, weight, hair color, and eye color. Fingerprints should be placed on a standard fingerprint card FD-258. Please note that the fingerprint card must contain all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions) and your signature must be on the card. Fingerprints must be taken, dated, and signed by a certified fingerprinting technician. Only an original card will be accepted, please do not submit copies or previously processed cards.
3. Payment in the amount \$27.00 (US dollars), per applicant, is required. Payment can be made in the form of Money Order or Certified Check made out to the Nevada Department of Public Safety.
 - Money Orders and Certified Checks must be for the exact amount and signed where required.
 - No personal checks or cash will be accepted.
 - If for a couple, family, etc., please include \$27.00 (US dollars) for each applicant.

4. Please staple all of the items indicated in #1, #2 and #3 (listed above) together and return to the address indicated below:

Department of Public Safety
Records, Communications and Compliance Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706

Company Name: _____
Attention: _____
Address: _____
City, State and Zip Code: _____

NOTE *If any of the above items are missing or incomplete, the request will be returned.*

All information required unless otherwise stated.

Type or Print legibly - unreadable documents may be returned.

Please allow approximately 45 days for processing, upon receipt by the Repository.

5. What you will receive when the process is complete:
- State Negative Record Response – a letter indicating that no State of Nevada Record was found.
- or
- State Positive Record Response – a letter indicating that a State of Nevada Record was located, along with the complete content of that record.



**IDENTIFICATION FILE REQUEST FOR STATE OF NEVADA
RECORDS OF CRIMINAL HISTORY FORM (DPS-006)**

I hereby authorize the State of Nevada Criminal History Repository to disclose criminal history record information, if any, within my identification file to me or the person or entity indicated below:

Please indicate the full name, address and contact information of the individual to be searched below (to be completed by the subject of the record).

**All information is REQUIRED unless otherwise stated.
Type or Print legibly. Incomplete and/or unreadable documents may be returned.**

First Name: _____ Middle Name: _____

Last Name: _____

Mailing Address: _____
Street Address (P.O. Boxes are not accepted)

City, State and Zip Code

Contact Phone #: () _____

Contact Email: _____

Signature of Subject of Record Search

Date of Birth

Date Signed

Please ensure mailing address is valid and accurate. **Due to the confidential nature of this response, mail cannot be forwarded.** If a change of address is needed a new DPS-006 Form will need to be submitted.

Respond to: _____

Mailing Address: _____
Street Address (P.O. Boxes are not accepted)

City, State and Zip Code

Please indicate reason for request: _____

To obtain a duplicate response, the request must be within 90 days from the original date processed.

The use of this form is intended to safeguard the rights of the signatory and ensure the confidentiality of the requested information against non-authorized disclosure. The fingerprint card accompanying this request will be used to verify identity. **A \$27.00 certified check or money order** made payable to the Department of Public Safety must accompany each request.

SERVICE LIST

Send a copy of the Order to Seal Records and Return to the addresses in **BOLD** below; as well as, the arresting agency.

Assistant District Attorney
1 South Sierra St
Reno, NV 89501

Department of Public Safety
555 Wright Way
Carson City, NV 89711

Nevada Criminal History
Records Repository
333 West Nye Lane
Carson City, NV 89706

Drug Enforcement Agency
8790 Double Diamond Parkway
Reno, NV 89521

Federal Bureau of Investigations
Attn: Sealed Records
980 Sand Hill Road
Reno, NV 89521

Gaming Control Board
Custodian of Records
1919 College Pkwy
Carson City, NV 89706-7941

Washoe County Sheriff's Office
Records Department
911 East Parr Boulevard
Reno, NV 89512

Washoe County School Police
425 E. 9th Street
Reno, NV 89520

Division of Parole and Probation
Records Department
1445 Old Hot Springs Rd. #3104
Carson City, NV 89706

Reno-Tahoe International Airport Police
Department
2001 E. Plumb Lane
Reno, NV 89502

Reno Police Department
455 East Second Street
Reno, NV 89512

Reno-Sparks Indian Colony Tribal
Police
1995 East Second St.
Reno, NV 89502

Sparks Police Department
Records Department
1701 East Prater Way
Sparks, NV 89434

Nevada Highway Patrol
555 Wright Way
Carson City, NV 89711
Attn: Seal Records

1 **CODE:**
2 **NAME:**
3 **BAR NUMBER:**
4 **ADDRESS:**
5 **CITY, STATE, ZIP CODE:**
6 **TELEPHONE NUMBER:**
7 **ATTORNEY FOR:**

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

**IN THE JUSTICE COURT OF RENO TOWNSHIP
COUNTY OF WASHOE, STATE OF NEVADA**

In the Matter of the Application of:

Also known as:

Case No. _____

Dept. No. _____

DOB: _____

_____ /

PETITION TO SEAL RECORDS

COMES NOW Petitioner, _____, and pursuant to the provisions of NRS 179.245 and/or NRS 179.255, respectfully represents the following:

That the Petitioner has been arrested as follows:

That the statutory time periods have been fulfilled and the petitioner has not been arrested, except for minor moving or standing traffic

1 violations, and that further actions will not be brought concerning any
2 arrests resulting in dismissal or acquittal.

3 That in the event of a conviction herein, this Petition is being
4 accompanied by a current record of Petitioner's criminal record received from
5 the Central Repository for Nevada Records of Criminal History; and the local
6 law enforcement agency of the city or country in which the conviction was
7 entered.

8 WHEREFORE, Petitioner petitions this Court for an order sealing all
9 records in this matter which are presently in the custody of the Court or
10 another Court in the State of Nevada or a public or private company, agency
11 or official in the Sate of Nevada, including but not limited to the Washoe
12 County sheriff's Office, local municipal police departments, the State of
13 Nevada Criminal History Records Repository, the Federal Bureau of
14 Investigations, _____

15 and all other law enforcement agencies reasonably known by either the
16 Petitioner or the Court to have possession of such records.

17 DATED this day of _____, 20____.

18 _____
Name

19 _____
Address

20 _____
City/State/Zip

21 _____
Telephone

1 **CODE:**
2 **NAME:**
3 **BAR NUMBER:**
4 **ADDRESS:**
5 **CITY, STATE, ZIP CODE:**
6 **TELEPHONE NUMBER:**
7 **ATTORNEY FOR:**

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

**IN THE JUSTICE COURT OF RENO TOWNSHIP
COUNTY OF WASHOE, STATE OF NEVADA**

In the Matter of the Application of:

Also known as:

Case No. _____

Dept. No. _____

DOB: _____

_____ /

RETURN ON ORDER SEALING RECORDS

This office is in receipt of a copy of the Court's Order Sealing
Records filed on ____, day of _____, 202__.

All records maintained by this office as identified in the Court's
Order have been sealed.

DATED this ____, day of _____, 202__.

AGENCY

By: _____