



Nevada Department of Public Safety
General Services Division
333 W. Nye Lane, Ste. 100
Carson City, NV 89706

TO WHOM IT MAY CONCERN:

Instructions for Resubmitting Applicant/Civil Fingerprint Cards Rejected by the FBI

If a reprint is submitted, please comply with the instructions below to avoid an additional processing fee. Failure to correctly resubmit a fingerprint card will delay the processing and an additional fee could be inadvertently charged. It is the responsibility of the submitting agency and/or person to make certain the fingerprint card is prepared properly with all the required fields.

- ❖ **For any reprint submittal: Please obtain a *newly* rolled fingerprint card from an authorized fingerprinting site (one fingerprint card, FD 258). Staple the new fingerprint card to a copy of the FBI reject/error response and mail to the address listed below. Please keep the original FBI reject/error response for your records.**
- ❖ If ***both*** the State and FBI resulted in a reject/error response, please staple the newly rolled fingerprint card to ***both*** the State Reject 1 and FBI paperwork for reprint submission.
- ❖ **Please note: *The use of white out will no longer be accepted on the "Fingerprint Date" portion on the fingerprint cards; if white out is used in this section the card will be returned to the account holder.***
- ❖ The fingerprint card must be resubmitted in a reasonable time period not to exceed twelve months of the first fingerprint submission.

Note: Rejected prints cannot be resubmitted electronically. Reprints must be mailed to:

*Criminal History Records Repository
333 West Nye Lane, Ste. 100
Carson City, NV 89706*

To reiterate failure to comply will necessitate an additional processing fee.

This letter revised 10/07/2014.