



NCJIS Modernization Project

Pre-Enrollment Guide for PID

Version 1.0

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1.2	07/13/2025	David Bolme	Minor Updates

NCCIS: Pre-Enrollment for PID (Personal ID) Background Checks

For general public requesting Personal ID background checks

Flex-Check Software System



**Nevada
Civil and
Criminal
Information
System**

PREPARED FOR NEVADA

BY

UNISYS

Version 1.2

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Introduction

The Nevada Civil and Criminal Information System (NCCIS) provides the public with access to personal background check results. This document is intended for individuals running their own fingerprint-based background checks via the public PID portal at <https://fc.nccis.nvdps.gov/NCCISPid/>.

Definitions and Acronyms

The following terms and acronyms are used in this manual.

Applicant – The person getting a background check. This is the same person as the Subject.

Applicant Control Number (ACN) – Tracking number for your transaction. This number is shown on the confirmation screen after payment and in the emails.

NCCIS – Nevada Civil and Criminal Information System.

PID – Personal Identification.
Fingerprint-based background check processing for individuals who want their own state criminal history records.

Pre-enrollment –Creating a transaction record prior to getting fingerprints taken.

Rap, RAP Sheet– Record of Arrest and Prosecution.

Requestor – The person requesting a PID background check. This may be the same as the applicant.

Service Code – a one-time use six digit code in the form of 123-456 that is used to identify the transaction. Applicants input this number to continue a pre-enrollment started by a Requestor.

Subject – the person getting background checked.

Getting Started

A PID background check is a fingerprint-based check run on applicants who want to know their own record, as well as for some legal/permitting processes. Applicants needing a PID check are “pre-enrolled” via an online form, and once pre-enrolled they go get their fingerprints taken. Those fingerprints are then run through the Nevada state fingerprint database.

Pre-enrollment can be done by the Applicant, or can be started by their representative (such as a Defense Attorney or legal aide) and then finished by the Applicant.

If a representative initiates the PID background check process on the public portal, they need to provide the Applicant with the “Service Code” generated by the system, which the Applicant then uses on the public portal to finish entering any data. This code is a one-time-use code generated by the background check system.

The Applicant then pays by credit card when the background check is submitted.


There are three different types of PID checks:


- Standard – A notification will be sent to the **email address** supplied during the pre-enrollment process, and the Applicant can **view/print** the results after clicking on the link. The results will be available for 30 days starting the day the results email is sent to the Applicant.
- Certified – Applicants will receive a **printed letter** from Nevada Department of Public Safety with the results; the results will be **stamped and certified** as proof of authenticity.
- Notarized – Applicants will receive a **printed letter** from Nevada Department of Public Safety with the results; the results will be **Notarized**.

Applicants Submitting Their Own PID Request (Without a Service Code)

If you are submitting your own information without a service code, go to <https://fc.nccis.nvdps.gov/NCCISPid/> to select the type of PID you want.

Click this icon to view and/or download the instruction manual





Nevada
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Person ID (PID) Background Check

Method 1:
Use a Service Code provided to you by your authorized agency, entity, or person who started your pre-enrollment process.

Service Code-

Submit

Method 2:
Choose the correct type of PID check below, complete the application, and pay.

Standard PID Check

Results returned electronically via secure portal. Applicant receives a copy of their Nevada criminal history record or response documenting that one does not exist.

Certified PID Check

Results mailed via USPS. Applicant receives a stamped certified copy of their Nevada criminal history record or a stamped certified response documenting that one does not exist.

Notarized PID Check

Results mailed via USPS. Applicant receives a notarized copy of their Nevada criminal history record or a notarized response documenting that one does not exist.

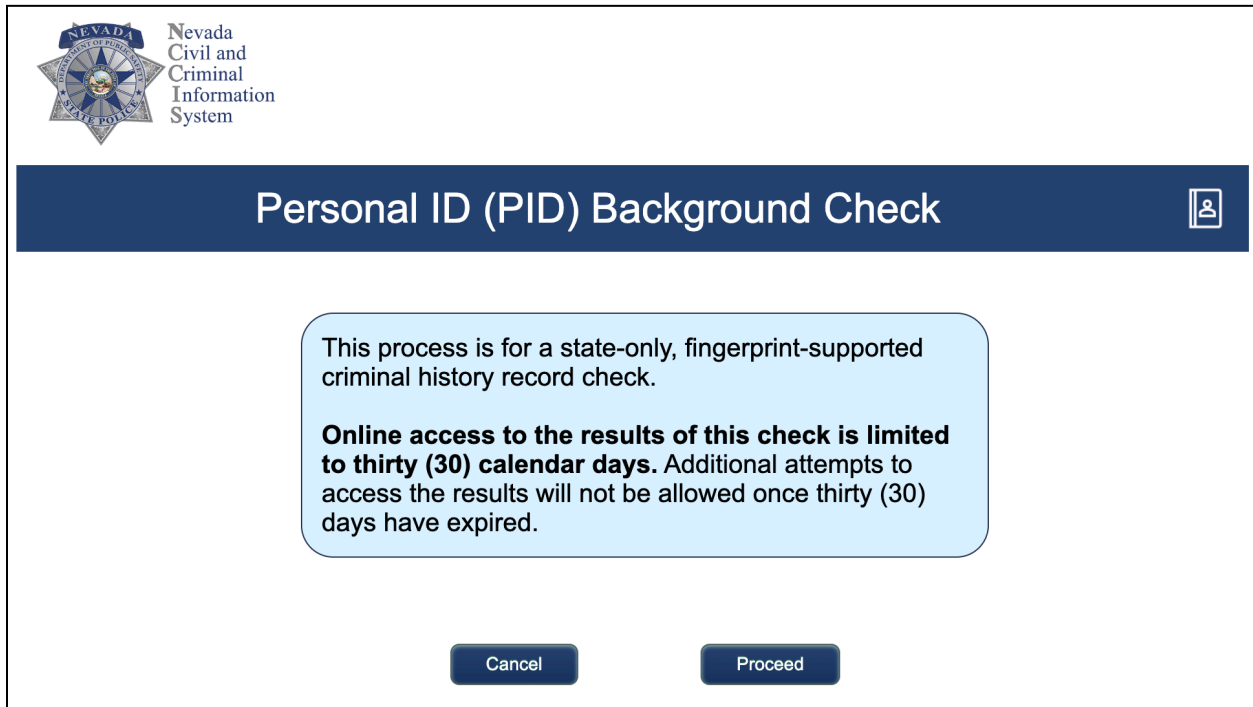
Click the button associated with the type of PID background check:

- Standard – electronic results.
- Certified – mailed results that have been certified.
- Notarized – mailed results that have been notarized.

The Standard PID has some different screens from the Certified/Notarized PID requests.

Standard PID Screen Differences

When you click the “Standard PID check” button you will see a screen warning you about the time-limited nature of the online results report. This warning only applies to Standard PID requests.



The screenshot shows the Nevada Civil and Criminal Information System (NCCIS) Pre-Enrollment for PID screen. In the top left corner is the Nevada State Police logo, which includes a star with 'NEVADA' and 'STATE POLICE' text, and 'Nevada Civil and Criminal Information System' text to its right. A dark blue header bar contains the title 'Personal ID (PID) Background Check' in white, with a small user icon on the right. The main content area features a light blue rounded rectangle with the following text: 'This process is for a state-only, fingerprint-supported criminal history record check.' followed by 'Online access to the results of this check is limited to thirty (30) calendar days. Additional attempts to access the results will not be allowed once thirty (30) days have expired.' At the bottom, there are two dark blue buttons: 'Cancel' and 'Proceed'.

Once you’ve read the warning, you can click the “Cancel” button to cancel, or click the “Proceed” button to continue. You will see the Requester and Subject information screen.

Nevada Civil and Criminal Information System

Personal ID (PID) Background Check

Please make sure all mandatory fields are completed (**mandatory fields are in bold**).

Requester Information

PID - Standard

Full Name*

Email*

Email Confirmation*

Phone

Mailing Address Street 1*

Mailing Address Street 2

Mailing Address City*

Mailing State Code*

Mailing Address Zip*

Security Question & Answer

Create a personalized security question and answer used to verify your identity when retrieving the results of your criminal history record check. Remember to store the answer in a safe place for later use. No other person(s) or agency will have access to your answer, and it cannot be changed once the request is submitted. The security question and answer are NOT case sensitive.

The security question and answer are NOT case sensitive.

Security Question*

Answer to Security Question*

Confirm Answer to Security Question*

Subject Contact Information:

Enter the information of the **subject of the criminal history check** being requested.

Last Name*

First Name*

Email Address*

Email Confirmation*

If you are the subject of the background check, or if you will be filling out the rest of the information on behalf of the Applicant, choose **Complete Now**. Otherwise, you should choose **Applicant Completion** to allow the Applicant to complete the steps for completing their PID check.

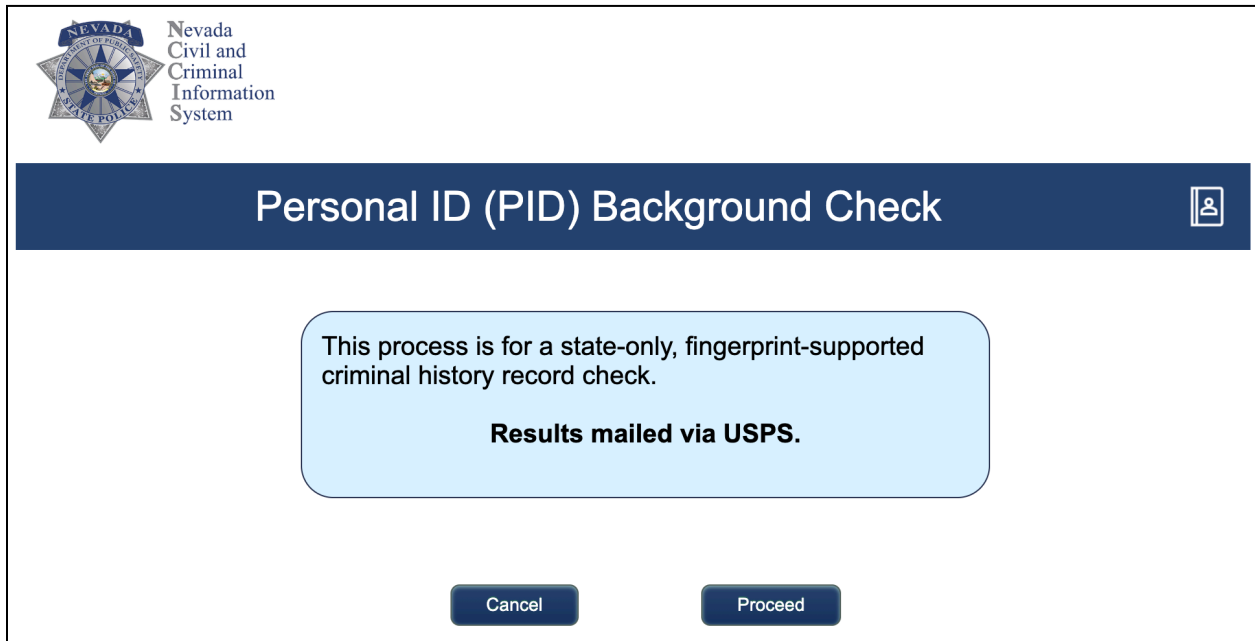
Flex-Check™ - NCCIS
Version: 10.2.1.18 NCCIS TEST (FC-vm01v.9)

The Requestor Information screen for a Standard PID has three sections:

- Requester information with a mailing address for the requesting party (if you are requesting your own PID, this will be your information).
- Security Questions and Answers, which are used to access the online results. Certified and Notarized results do not need the login so this section doesn't appear for those transactions.
- Subject information for the person being background checked (the Applicant).

Certified/Notarized Screen Differences

When you click the “Certified PID check” or “Notarized PID check” button you will see a confirmation screen.



NEVADA
STATE POLICE

Nevada
Civil and
Criminal
Information
System


Personal ID (PID) Background Check

This process is for a state-only, fingerprint-supported criminal history record check.

Results mailed via USPS.

Cancel Proceed

Once you’ve read the confirmation, you can click the “Cancel” button to cancel, or click the “Proceed” button to continue. You will see the Requester and Subject information screen.



Personal ID (PID) Background Check

Please make sure all mandatory fields are completed (**mandatory fields are in bold**).

Requester Information

PID - Notarized

Full Name*

Email*

Email Confirmation*

Phone

Mailing Address Street 1*

Mailing Address Street 2

Mailing Address City*

Mailing State Code*

Mailing Address Zip*

Subject Contact Information:

Enter the information of the **subject of the criminal history check** being requested.

(Full Legal Name)

Last Name*

First Name*

Email Address*

Email Confirmation*

If you are the subject of the background check, or if you will be filling out the rest of the information on behalf of the Applicant, choose **Complete Now**. Otherwise, you should choose **Applicant Completion** to allow the Applicant to complete the steps for completing their PID check.

The Requestor Information screen for a Certified/Notarized PID has two sections:

- A. Requester information with a mailing address for the requesting party (if you are requesting your own PID, this will be your information).
- B. Subject information for the person being background checked (the Applicant).

Submission process

1. Fill in the Requester contact information fields. Blue fields with bold labels and asterisks (such as **Email***) are mandatory.

Please make sure all mandatory fields are completed (**mandatory fields are in bold**).

Requester Information

PID - Standard

The type of PID
this is for is
repeated here

Full Name*
Email*
Email Confirmation*
Phone
Mailing Address Street 1*
Mailing Address Street 2
Mailing Address City*
Mailing State Code*
Mailing Address Zip*

Certified and Notarized PID checks use the information in the Mailing Address fields as the address where the printed letters will be sent.

- If this is a Standard PID, the Requestor or Applicant will be getting the results on-line. Create the security question and answer for logging in to the results. The answer needs to be something that you (or the Applicant) will remember when prompted with the question.

Security Question & Answer

Create a personalized security question and answer used to verify your identity when retrieving the results of your criminal history record check. Remember to store the answer in a safe place for later use. No other person(s) or agency will have access to your answer, and it cannot be changed once the request is submitted. The security question and answer are NOT case sensitive.

The security question and answer are NOT case sensitive.

Security Question*
Answer to Security Question*
Confirm Answer to Security Question*

Store the answer in a safe place.

Note: Subjects who will be getting a printed version of the results (the Certified or Notarized options) do not need a security question and answer since they won't need to log in to see their results.

3. Fill in the subject (Applicant) information. All four fields are mandatory.

Subject Information:

Enter the information of the **subject of the criminal history check** being requested.

Last Name*

First Name*


Email Address*

Email Confirmation*

4. To continue submitting your own information, click the “Complete Now” button.

If you are the subject of the background check, or if you will be filling out the rest of the information on behalf of the Applicant, choose **Complete Now**. Otherwise, you should choose **Applicant Completion** to allow the Applicant to complete the steps for completing their PID check.

5. You'll see the Subject Information screen.



Personal ID (PID) Background Check

Subject Information

PID - Notarized

Enter the information of the **subject of the criminal history** check being requested.

Last Name*

Fishy

First Name*

Bloopbloop

Middle Name

Middle Name

Suffix

DOB*

mm/dd/yyyy

SSN

###-##-####

Sex*

Select Sex

Race*

Select Race

Hispanic

☐ Hispanic Indicator

Height (508: 5 feet 8)*

###

Weight*

###

Eye Color*

Select Eye Color

Hair Color*

Select Hair Color

Place of Birth*

Select Country

Country of Citizenship

Select Country

Miscellaneous Identifying Number (MNU)

Number

Select Code

Contact Information: (email address needs to be valid and complete or notifications from the system will not be received)

Phone

###-###-####

Email Address*

@.com

Email Confirmation*

@c.com

By entering the information above and checking the box next to the "Authorization Accepted" text below, I ("Subject") hereby authorize the State of Nevada Criminal History Repository to disclose criminal history record information, if any, with my identification file to me or the person or entity that initiated this request ("Requester").

NOTE:
In the event you are the "Requester" and not the "Subject," you **must** have proof of this disclosure acceptance from the "Subject" on [NV form DPS-006](#), page 3, prior to continuing.

☐ **Authorization Accepted**

You **MUST** complete the payment process to submit the name search request.

Proceed to Payment

Flex-Check™ - NCCIS

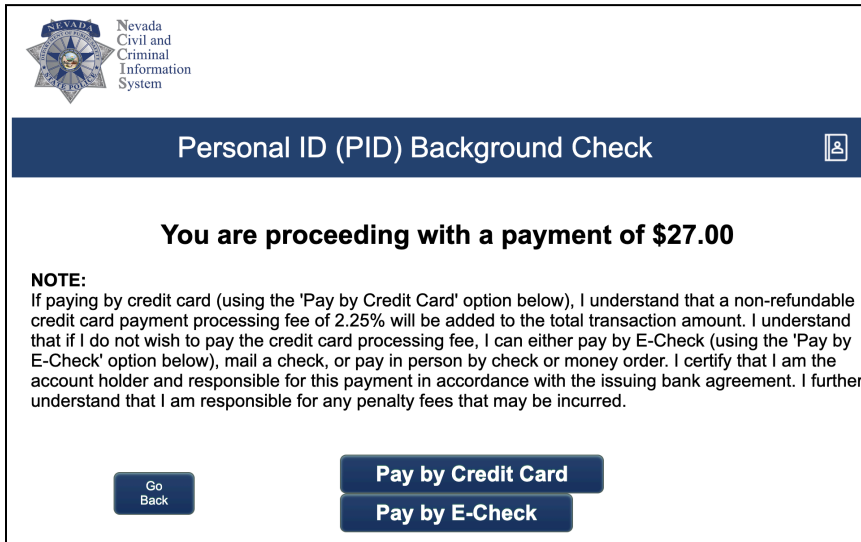
Version: 10.2.1.18 NCCIS TEST (FC-vm01t/9)

6. Fill in the mandatory (blue fields) and any optional green fields you have information for. Confirm the email address is correct.

7. Click the “Authorization Accepted” checkbox.

Note: When the Requester is not the Subject, it is very important for the Requester to have a NV DPS-006 form completed by the Subject and on file. In the event of a DPS audit, this disclosure is required for the dissemination of Criminal Records.

8. Click the “Proceed to Payment” button. You’ll see the Payment Confirmation screen.



Nevada Civil and Criminal Information System

Personal ID (PID) Background Check

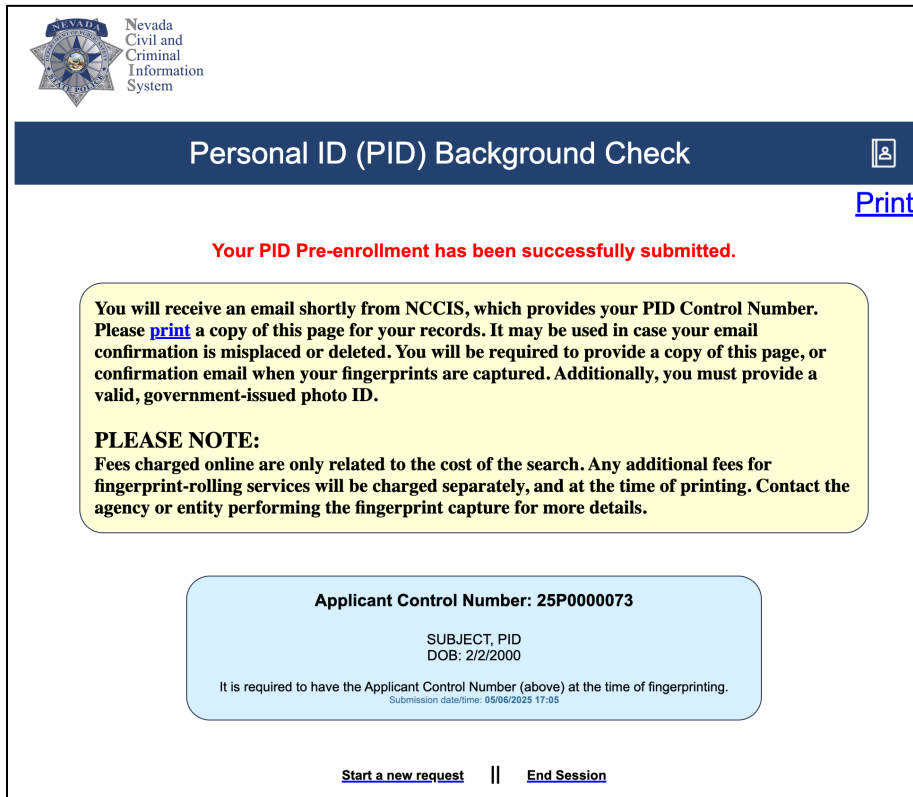
You are proceeding with a payment of \$27.00


NOTE:
If paying by credit card (using the 'Pay by Credit Card' option below), I understand that a non-refundable credit card payment processing fee of 2.25% will be added to the total transaction amount. I understand that if I do not wish to pay the credit card processing fee, I can either pay by E-Check (using the 'Pay by E-Check' option below), mail a check, or pay in person by check or money order. I certify that I am the account holder and responsible for this payment in accordance with the issuing bank agreement. I further understand that I am responsible for any penalty fees that may be incurred.

[Go Back](#) [Pay by Credit Card](#) [Pay by E-Check](#)

9. Select your payment type, or click the “Go Back” button. Click either “Pay by Credit Card” or “Pay by E-Check” to be redirected to the payment processor (see [Payment](#) for more information on payments).

10. When you complete the payment you'll be returned to the following screen.



 Nevada
Civil and
Criminal
Information
System

Personal ID (PID) Background Check

[Print](#)

Your PID Pre-enrollment has been successfully submitted.

You will receive an email shortly from NCCIS, which provides your PID Control Number. Please [print](#) a copy of this page for your records. It may be used in case your email confirmation is misplaced or deleted. You will be required to provide a copy of this page, or confirmation email when your fingerprints are captured. Additionally, you must provide a valid, government-issued photo ID.

PLEASE NOTE:
Fees charged online are only related to the cost of the search. Any additional fees for fingerprint-rolling services will be charged separately, and at the time of printing. Contact the agency or entity performing the fingerprint capture for more details.

Applicant Control Number: 25P0000073

SUBJECT, PID
DOB: 2/2/2000

It is required to have the Applicant Control Number (above) at the time of fingerprinting.
Submission date/time: 05/06/2025 17:05

[Start a new request](#) || [End Session](#)

11. Use the underlined “[Print](#)” link to print the information on this screen.

12. When you are done, you can click the “Start a new request” or “End Session” links to return to the PID starting page. Selecting “Start a new request” pre-fills some of the fields with the Requester information from the transaction you just completed.

The yellow and blue highlighted boxes on this screen contain some additional details about the process, including information about additional emails.

To complete the next part of the process, the applicant should use the provided link to visit the pre-enrollment site. They will be required to enter some mandatory information, as well as provide payment for the search fee. Upon successful completion, the applicant will receive two more emails. First will be a payment confirmation receipt, and second will be an enrollment confirmation, which contains an PID Control Number. Once the applicant decides where they are going to be printed, they will need to take a copy of this email with them for processing, along with a valid, government-issued photo ID.

PLEASE NOTE:

Fees charged online are only related to the cost of the search. Any additional fees for fingerprint-rolling services will be charged separately, and at the time of printing. Contact the agency or entity performing the fingerprint capture for more details.


Once the subject has successfully completed the fingerprinting process, you as the requester, will receive a notification indicating that the results are ready for retrieval.

PLEASE NOTE:

Access to this report is limited to thirty (30) days. It is recommended you access this information from a device with the ability to print or save your results. Additional attempts will not be allowed once the thirty (30) days have expired.

Getting Service Codes for a Separate Applicant

To pre-enroll an applicant who will be finishing the transaction using the service code, go to <https://fc.nccis.nvdps.gov/NCCISPid/>



Nevada
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Criminal
Information
System

Click this icon to view
and/or download the
instruction manual

Person ID (PID) Background Check

Method 1:
Use a Service Code provided to you by your authorized agency, entity, or person who started your pre-enrollment process.

Service Code

Submit

Method 2:
Choose the correct type of PID check below, complete the application, and pay.

<div style="background-color: #002060; color: white; padding: 5px; border-radius: 5px; margin-bottom: 10px;">Standard PID Check</div> <p>Results returned electronically via secure portal. Applicant receives a copy of their Nevada criminal history record or response documenting that one does not exist.</p>	<div style="background-color: #002060; color: white; padding: 5px; border-radius: 5px; margin-bottom: 10px;">Certified PID Check</div> <p>Results mailed via USPS. Applicant receives a stamped certified copy of their Nevada criminal history record or a stamped certified response documenting that one does not exist.</p>	<div style="background-color: #002060; color: white; padding: 5px; border-radius: 5px; margin-bottom: 10px;">Notarized PID Check</div> <p>Results mailed via USPS. Applicant receives a notarized copy of their Nevada criminal history record or a notarized response documenting that one does not exist.</p>
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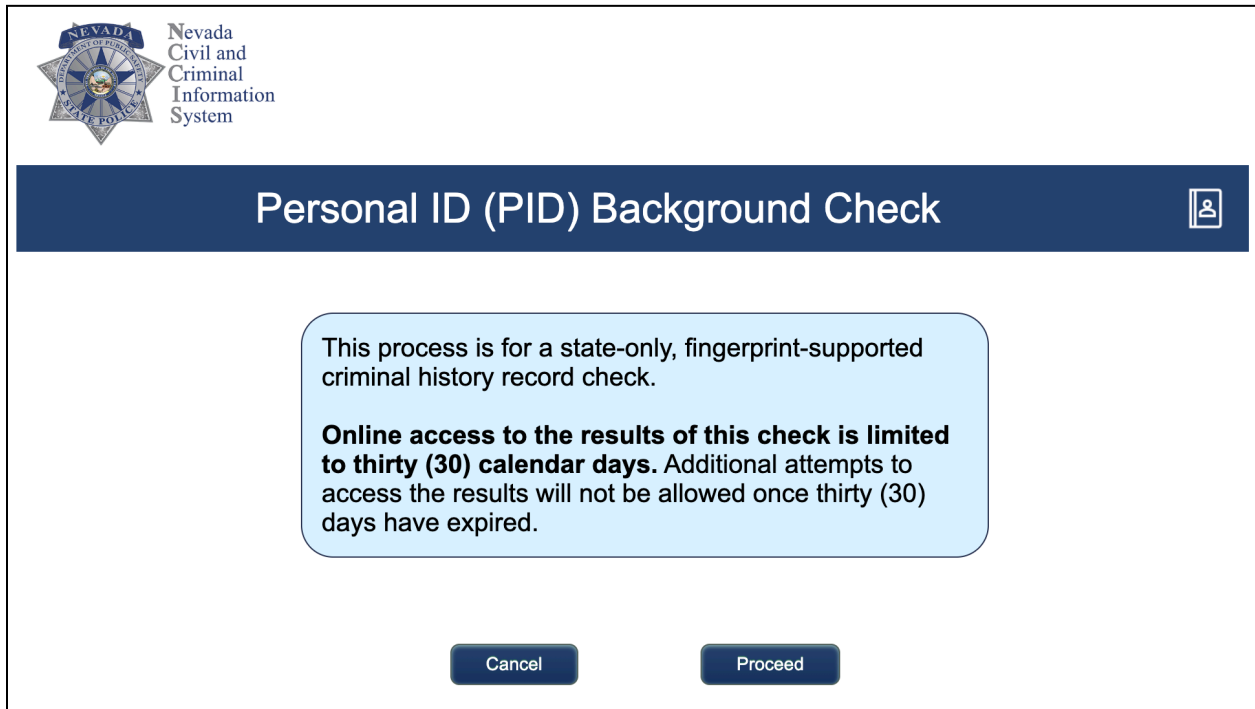
Click the button associated with the type of PID background check:

- Standard – electronic results.
- Certified – mailed results that have been certified.
- Notarized – mailed results that have been notarized.

The Standard PID has some different screens from the Certified/Notarized PID requests.

Standard PID Screen Differences

When you click the “Standard PID check” button you will see a screen warning you about the time-limited nature of the online results report. This warning only applies to Standard PID requests.



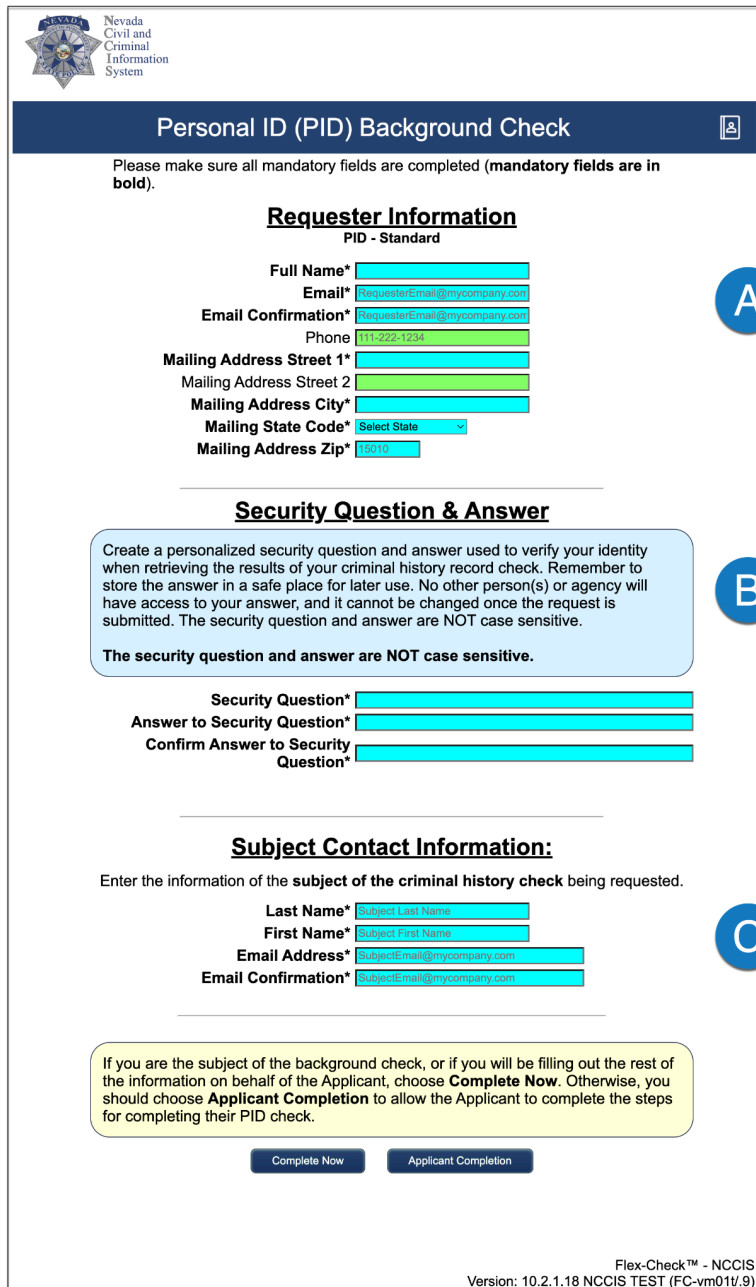
The screenshot shows the Nevada Civil and Criminal Information System (NCCIS) interface. In the top left corner is the Nevada State Police logo and the text "Nevada Civil and Criminal Information System". The main heading is "Personal ID (PID) Background Check" with a user icon in the top right. A light blue warning box in the center contains the following text:

This process is for a state-only, fingerprint-supported criminal history record check.

Online access to the results of this check is limited to thirty (30) calendar days. Additional attempts to access the results will not be allowed once thirty (30) days have expired.

At the bottom are two buttons: "Cancel" and "Proceed".

Once you’ve read the warning, you can click the “Cancel” button to cancel, or click the “Proceed” button to continue. You will see the Requester and Subject information screen.



Nevada Civil and Criminal Information System

Personal ID (PID) Background Check

Please make sure all mandatory fields are completed (**mandatory fields are in bold**).

Requester Information

PID - Standard

Full Name*

Email*

Email Confirmation*

Phone

Mailing Address Street 1*

Mailing Address Street 2

Mailing Address City*

Mailing State Code*

Mailing Address Zip*

Security Question & Answer

Create a personalized security question and answer used to verify your identity when retrieving the results of your criminal history record check. Remember to store the answer in a safe place for later use. No other person(s) or agency will have access to your answer, and it cannot be changed once the request is submitted. The security question and answer are NOT case sensitive.

The security question and answer are NOT case sensitive.

Security Question*

Answer to Security Question*

Confirm Answer to Security Question*

Subject Contact Information:

Enter the information of the **subject of the criminal history check** being requested.

Last Name*

First Name*

Email Address*

Email Confirmation*

If you are the subject of the background check, or if you will be filling out the rest of the information on behalf of the Applicant, choose **Complete Now**. Otherwise, you should choose **Applicant Completion** to allow the Applicant to complete the steps for completing their PID check.

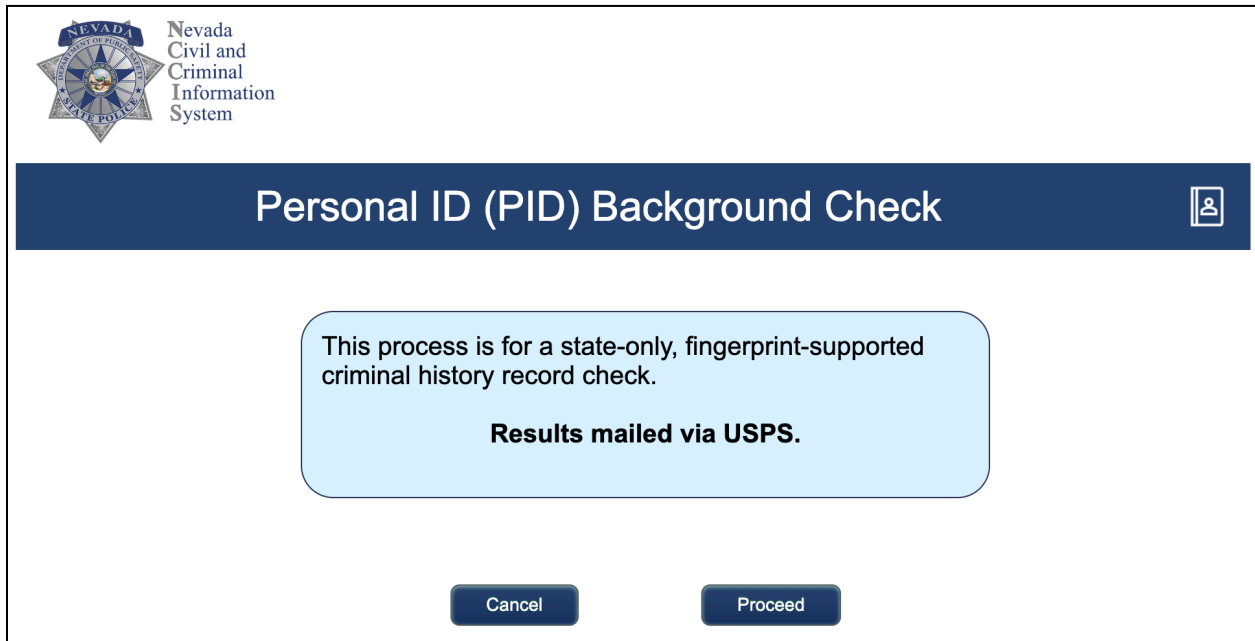
Flex-Check™ - NCCIS
Version: 10.2.1.18 NCCIS TEST (FC-vm01v.9)

The Requestor Information screen for a Standard PID has three sections:

- Requester information with a mailing address for the requesting party (if you are requesting your own PID, this will be your information).
- Security Questions and Answers, which are used to access the online results. Certified and Notarized results do not need the login so this section doesn't appear for those transactions.
- Subject information for the person being background checked (the Applicant).


Certified/Notarized Screen Differences

When you click the “Certified PID check” or “Notarized PID check” button you will see a confirmation screen.



The screenshot shows the Nevada Civil and Criminal Information System (NCCIS) interface. In the top left corner is the Nevada State Police logo, which includes a star with 'NEVADA' at the top and 'STATE POLICE' at the bottom, with the text 'Nevada Civil and Criminal Information System' to its right. The main header is a dark blue bar with the text 'Personal ID (PID) Background Check' in white, and a small icon of a person in a box on the right. Below the header is a light blue rounded rectangle containing the text: 'This process is for a state-only, fingerprint-supported criminal history record check.' followed by 'Results mailed via USPS.' in bold. At the bottom of the screen are two dark blue buttons: 'Cancel' and 'Proceed'.

Once you’ve read the confirmation, you can click the “Cancel” button to cancel, or click the “Proceed” button to continue. You will see the Requester and Subject information screen.



Personal ID (PID) Background Check

Please make sure all mandatory fields are completed (**mandatory fields are in bold**).

Requester Information

PID - Notarized

Full Name*

Email*

Email Confirmation*

Phone

Mailing Address Street 1*

Mailing Address Street 2

Mailing Address City*

Mailing State Code*

Mailing Address Zip*

Subject Contact Information:

Enter the information of the **subject of the criminal history check** being requested.

(Full Legal Name)

Last Name*

First Name*

Email Address*

Email Confirmation*

If you are the subject of the background check, or if you will be filling out the rest of the information on behalf of the Applicant, choose **Complete Now**. Otherwise, you should choose **Applicant Completion** to allow the Applicant to complete the steps for completing their PID check.

The Requestor Information screen for a Certified/Notarized PID has two sections:

- A. Requester information with a mailing address for the requesting party (if you are requesting your own PID, this will be your information).
- B. Subject information for the person being background checked (the Applicant).

Submission process

1. Fill in the Requester contact information fields. Blue fields with bold labels and asterisks (such as **Email***) are mandatory.

Please make sure all mandatory fields are completed (**mandatory fields are in bold**).

Requester Information

PID - Standard

The type of PID
this is for is
repeated here

Full Name*
Email*
Email Confirmation*
Phone
Mailing Address Street 1*
 Mailing Address Street 2
Mailing Address City*
Mailing State Code*
Mailing Address Zip*

For Certified and Notarized PID checks the Mailing Address is where the printed letters containing background check result information will be sent.

- If this is a Standard PID, the Requestor or Applicant will be getting the results on-line. Create the security question and answer for logging in to the results. The answer needs to be something that you (or the Applicant) will remember when prompted with the question.

Security Question & Answer

Create a personalized security question and answer used to verify your identity when retrieving the results of your criminal history record check. Remember to store the answer in a safe place for later use. No other person(s) or agency will have access to your answer, and it cannot be changed once the request is submitted. The security question and answer are NOT case sensitive.

The security question and answer are NOT case sensitive.

Security Question*
Answer to Security Question*
Confirm Answer to Security Question*

Store the answer in a safe place.

Note: Subjects who will be getting a printed version of the results (the Certified or Notarized options) do not need a security question and answer since they won't need to log in to see their results.

3. Fill in the subject (Applicant) information. All four fields are mandatory.

Subject Information:

Enter the information of the **subject of the criminal history check** being requested.

Last Name*	<input type="text" value="Subject Last Name"/>
First Name*	<input type="text" value="Subject First Name"/>
Email Address*	<input type="text" value="SubjectEmail@mycompany.com"/>
Email Confirmation*	<input type="text" value="SubjectEmail@mycompany.com"/>

4. If the subject will be filling out the rest of the form, click the “Applicant Completion” button to get the security codes.


If you are the subject of the background check, or if you will be filling out the rest of the information on behalf of the Applicant, choose **Complete Now**. Otherwise, you should choose **Applicant Completion** to allow the Applicant to complete the steps for completing their PID check.

Complete Now


Applicant Completion

Note: If you will be filling out the rest of the information on behalf of the Applicant, click the “Complete Now” button. For instructions, see Step 5 in [Applicants Submitting Their Own PID Request \(Without a Service Code\)](#).

5. You see a screen that summarizes the Applicant name and email, and shows the one-time use service code.



Nevada
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Personal ID (PID) Background Check

[Print](#)

You have been established as the requester of this criminal history record check. The subject of the search has been identified as:

- Testsubject Joe
- joe@example.com

The subject has just been notified by email, which contains a link to complete the pre-enrollment process, as well as a unique, one-time use service code, both listed below for your reference:

- Pre-enrollment site link: <https://fc.nccis.nvdps.gov/nccispid/>
- Unique one-time use service code: **AFD5-B538**

Please print this page for your records. You may also provide a copy of this to the applicant if they fail to receive the email, or it is inadvertently deleted.

To complete the next part of the process, the applicant should use the provided link to visit the pre-enrollment site. They will be required to enter some mandatory information, as well as provide payment for the search fee. Upon successful completion, the applicant will receive two more emails. First will be a payment confirmation receipt, and second will be an enrollment confirmation, which contains an PID Control Number. Once the applicant decides where they are going to be printed, they will need to take a copy of this email with them for processing, along with a valid, government-issued photo ID.

PLEASE NOTE:
Fees charged online are only related to the cost of the search. Any additional fees for fingerprint-rolling services will be charged separately, and at the time of printing. Contact the agency or entity performing the fingerprint capture for more details.

Once the subject has successfully completed the fingerprinting process, you as the requester, will receive a notification indicating that the results are ready for retrieval.

PLEASE NOTE:
Access to this report is limited to thirty (30) days. It is recommended you access this information from a device with the ability to print or save your results. Additional attempts will not be allowed once the thirty (30) days have expired.

[Start a new request](#) || [End Session](#)

6. Use the underlined "Print" link in the top right corner to print the information on this screen.
7. When you are done, you can click the "Start a new request" or "End Session" links to return to the PID starting page. Selecting "Start a new request" pre-fills some of the fields with the Requester information from the transaction you just completed.

If the Applicant doesn't get the email with the service code, you will need to provide this service code to the Applicant so they can finish filling out the application and pay for the background check.

The yellow and blue highlighted boxes on this screen contain some additional details about the process, including information about additional emails the Applicant will receive.

To complete the next part of the process, the applicant should use the provided link to visit the pre-enrollment site. They will be required to enter some mandatory information, as well as provide payment for the search fee. Upon successful completion, the applicant will receive two more emails. First will be a payment confirmation receipt, and second will be an enrollment confirmation, which contains an PID Control Number. Once the applicant decides where they are going to be printed, they will need to take a copy of this email with them for processing, along with a valid, government-issued photo ID.

PLEASE NOTE:

Fees charged online are only related to the cost of the search. Any additional fees for fingerprint-rolling services will be charged separately, and at the time of printing. Contact the agency or entity performing the fingerprint capture for more details.

Once the subject has successfully completed the fingerprinting process, you as the requester, will receive a notification indicating that the results are ready for retrieval.

PLEASE NOTE:

Access to this report is limited to thirty (30) days. It is recommended you access this information from a device with the ability to print or save your results. Additional attempts will not be allowed once the thirty (30) days have expired.

Applicant Pre-Enrollment With Service Code

Applicants who have a service code for a PID background check need to go to <https://fc.nccis.nvdps.gov/NCCISPid/>. (This is the same website as when doing a Pre-enrollment without a service code, but the steps are slightly different for this process.)

You should have received an email with the service code or the Requester should provide you with the code.

To complete your pre-enrollment:

1. Review your email (or any information provided by the Requester) for the code.

Hello Pid Subject,

This email notice is being sent by the Nevada Civil and Criminal Information System (NCCIS) to let you know a pre-Enrollment for a Personal ID (PID) background check has been started for you. Please go to the PID Portal by clicking [HERE](#).

On the PID Portal under the Method 1 section, enter the service code listed below to complete the Pre-Enrollment process.

Service Code: **49F8-8C08**

Sincerely,

Fingerprint Support Unit – Civil I Records, Communications, and Compliance Division

State of Nevada | Department of Public Safety, State Police

Phone: 775-684-6262


Email: fsucivil@dps.state.nv.us



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2. Go to <https://fc.nccis.nvdps.gov/NCCISPid/>.

3. Type the code you were provided in the two fields near the top of the screen and click the “Submit” button.



Nevada
Civil and
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Information
System

Person ID (PID) Background Check

Method 1:
Use a Service Code provided to you by your authorized agency, entity, or person who started your pre-enrollment process.

Service Code 2939 - 6691

Service Code 2939 - 6691

Standard PID Check

Results returned electronically via secure portal. Applicant receives a copy of their Nevada criminal history record or response documenting that one does not exist.


Certified PID Check

Results mailed via USPS. Applicant receives a stamped certified copy of their Nevada criminal history record or a stamped certified response documenting that one does not exist.


Notarized PID Check

Results mailed via USPS. Applicant receives a notarized copy of their Nevada criminal history record or a notarized response documenting that one does not exist.

4. You will see a confirmation screen with the Requester's information.



Nevada
Civil and
Criminal
Information
System

Person ID (PID) Background Check

Please confirm the below information is correct.

Information for Service Code
2939-6691
Requester: Persontest Lastname
Requester Phone:
Requester Address: 750 Anywhere Street
Anytown NV 99999
Applicant Type: PID - Notarized

Does the above look correct?

No, let me try againYes, this information looks correct

5. If the information (name, phone, address) matches the information for the person who requested the Pre-Enrollment code for you, and the applicant type is correct, then click the "Yes, this information looks correct" button. If any information is incorrect then click the "No, let me try again" button and re-enter the code.

6. When you click the Yes button, you see a demographic and contact information screen to fill out. Your name and email should be pre-filled.

Nevada Civil and Criminal Information System

Person ID (PID) Background Check

Subject Information

PID - Notarized

Enter the information of the **subject of the criminal history** check.

Blue fields are required information

Green fields are optional

Last Name* Personabc

First Name* Testname

Middle Name Middle Name

Suffix

DOB* mm/dd/yyyy

SSN ###-##-####

Sex* Select Sex

Race* Select Race

Hispanic ☐ Hispanic Indicator

Height (508: 5 feet 8)* ###

Weight* ###

Eye Color* Select Eye Color

Hair Color* Select Hair Color

Place of Birth* Select Country

Country of Citizenship Select Country

Miscellaneous Identifying Number (MNU) Number

Select Code

Contact Information: (email address needs to be valid and complete or notifications from the system will not be received)

Phone ###-###-####

Email Address* @gmail.com

Email Confirmation* @gmail.com


You **MUST** complete the payment process to submit the name search request.

Proceed to Payment

Required fields are filled in with blue, and have labels that are bold and have an asterisk (such as **Last Name***).

7. Enter any additional required information in the blue fields with bold labels.

8. Enter any optional information you want to submit.
9. Click the “Proceed to Payment” button to complete the submission. You see a confirmation screen with the background check fee on it.



Nevada
Civil and
Criminal
Information
System

Personal ID (PID) Background Check

You are proceeding with a payment of \$27.00

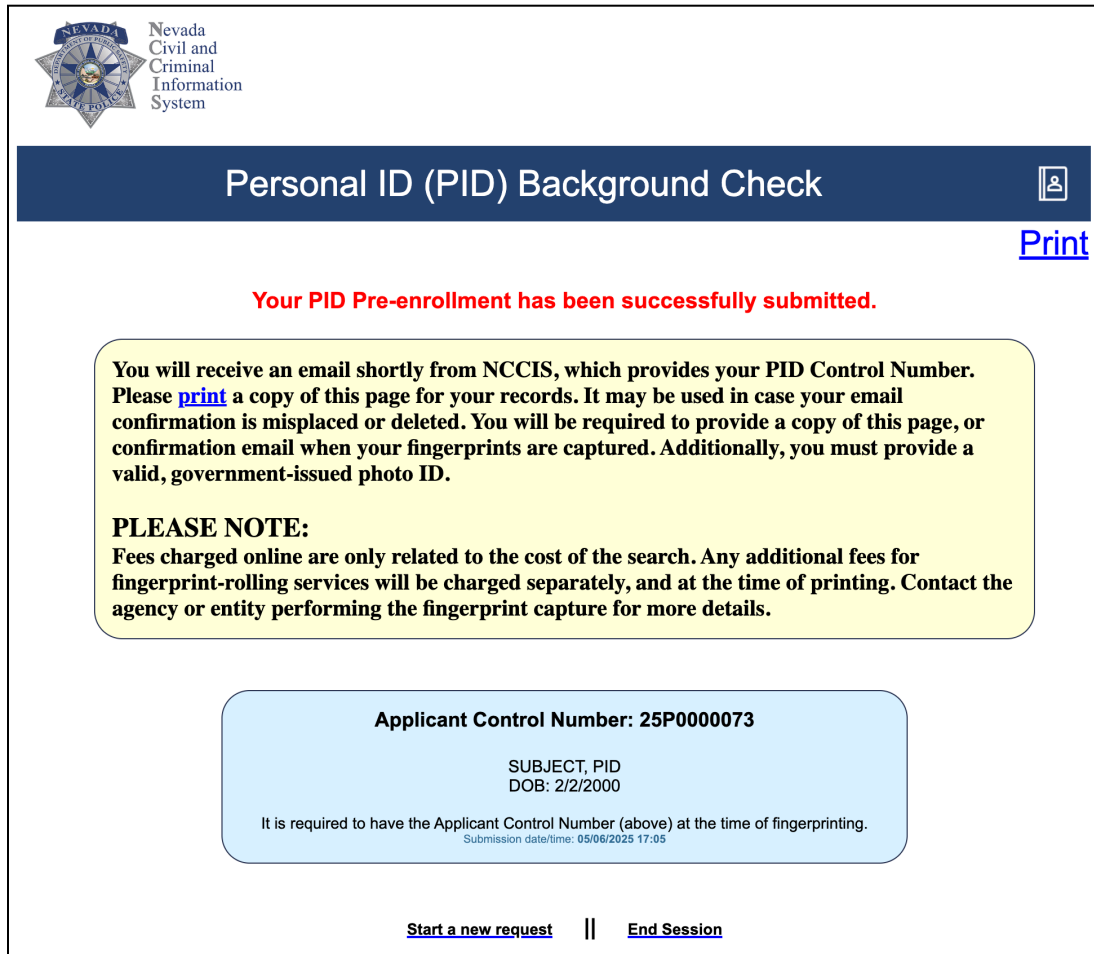
NOTE:
If paying by credit card (using the 'Pay by Credit Card' option below), I understand that a non-refundable credit card payment processing fee of 2.25% will be added to the total transaction amount. I understand that if I do not wish to pay the credit card processing fee, I can either pay by E-Check (using the 'Pay by E-Check' option below), mail a check, or pay in person by check or money order. I certify that I am the account holder and responsible for this payment in accordance with the issuing bank agreement. I further understand that I am responsible for any penalty fees that may be incurred.


Go Back

Pay by Credit Card

Pay by E-Check

10. Click either “Pay by Credit Card” or “Pay by E-Check” to be redirected to the payment processor (see [Payment](#) for more information on payments); when you complete the payment you’ll be returned to the following screen.



 Nevada Civil and Criminal Information System

Personal ID (PID) Background Check

[Print](#)

Your PID Pre-enrollment has been successfully submitted.

You will receive an email shortly from NCCIS, which provides your PID Control Number. Please [print](#) a copy of this page for your records. It may be used in case your email confirmation is misplaced or deleted. You will be required to provide a copy of this page, or confirmation email when your fingerprints are captured. Additionally, you must provide a valid, government-issued photo ID.

PLEASE NOTE:
Fees charged online are only related to the cost of the search. Any additional fees for fingerprint-rolling services will be charged separately, and at the time of printing. Contact the agency or entity performing the fingerprint capture for more details.

Applicant Control Number: 25P0000073

SUBJECT, PID
DOB: 2/2/2000

It is required to have the Applicant Control Number (above) at the time of fingerprinting.
Submission date/time: 05/06/2025 17:05

[Start a new request](#) || [End Session](#)

11. Use the underlined “[Print](#)” link in the top right corner to print the information on this screen. The yellow highlighted box on this screen contains some additional details about the process, including information about additional emails the Applicant will receive.
12. When you are done, you can click the “Start a new request” or “End Session” links to return to the PID starting page. Selecting “Start a new request” pre-fills some of the fields with the Requester information from the transaction you just completed.

13. You will receive an email receipt for payment, and also an email explaining where to get fingerprinted.

Hello TESTNAME TTTTTC PERSONABC,

This email notice is being sent by the Nevada Civil and Criminal Information System (NCCIS) to let you know the process has been started for you to receive a copy of your State of Nevada Criminal History.

To complete this Personal Identification request, **you must get your fingerprints taken**. You can do this in one of two ways as described below:

1) Schedule an appointment with a Live Scan Provider to get your prints taken electronically, which will forward them to the State of Nevada automatically. You may find a list of locations and providers by visiting the following web page <https://fctest.nccis.nvdps.gov/NCCISLocateFP/>.

2) Find your own fingerprinting location that can give you a paper card of your prints and then mail them, **with a copy of this email**, to the address listed below:

Nevada Secretary of State
Document Preparation Services
2250 Las Vegas Blvd. North, Suite 400
North Las Vegas, NV 89030

IMPORTANT: In both cases, you must have the following Applicant Control Number entered into the OCA field. The person taking your fingerprints will know where that should be entered.

Applicant Control Number: 25P0000013

Sincerely,

PID Check I NCJIS Modernization Program
State of Nevada | Department of Public Safety, State Police
Phone: 775-684-6277
Email: fpexaminers@dps.state.nv.us



Payment

Each PID must be paid for individually during the pre-enrollment process. NCCIS uses an external payment processor to take payments. You'll need your credit card or banking information handy to enter it on the screen.

The processing screen has fields for entering your name and address information as well as for the credit card number and expiration date OR the bank routing and account numbers.

The PID processing will not continue until payment has been successfully processed.

Credit Card Transactions

When you click the “Pay by Credit Card” button, you enter the credit card payment interface provided by the payment processor. This interface is not part of Flex-Check; you will return to Flex-Check once your payment has been successfully submitted (or if you cancel out of payment).

Note: The screens shown here may look slightly different from your screens. Also, the payment processor may change over time and use different screens. The general instructions will remain the same.

You can click the “Cancel Order” link at the bottom of any screen before the Receipt screen to exit without charging your credit card.

BillingPaymentReviewReceipt

Billing Information

* Required field

First Name *

Another

Last Name *

Testing

Company Name

Address Line 1 *

707 Anywhere

Address Line 2

City *

Umbrella

Country/Region *

United States of America

State/Province *

Nevada

Zip/Postal Code *

97304

Phone Number *

5555551212

Email *

test@test.com

Next

[Cancel Order](#)

Your Order

Total amount

\$60.00

Fill out the first screen, then click the “Next” button to move to the second screen, where you fill out your credit card information.

BillingPaymentReviewReceipt

Payment Details

* Required field

Card Type *

☒ VISA Visa

☐ AMEX Amex

☐ Mastercard Mastercard

☐ DISCOVER Discover

Card Number *

.....1111

Expiration Month *

09

Expiration Year *

2026

Back

Next

[Cancel Order](#)

Your Order

Total amount

\$50.00

Click the “Next” button to Continue to the Review screen.

Billing

Payment

Review

Receipt

Review your Order

Billing Address

Another Testing
707 Anywhere
Umbrella
Nevada
97304
United States of America

Payment Details

Card Type

Card Number

Expiration Date

Visa

xxxxxxxxxxxx1111

09-2026

Your Order

Subtotal

Service fee

Total amount

\$50.00

\$1.13

\$51.13

By clicking Pay, I agree to the [Service Fee Terms & Conditions](#)

Back

Pay

[Cancel Order](#)

When you click the “Pay” button on the Review screen, you see a receipt screen.

Billing

Payment

Review

Receipt

Receipt

Date: 06-05-2025
Order Number: 3098

Billing Information

Tamra Heathershaw-Hart
750 Van Buren Dr NW
Salem
Oregon
97304
United States of America

Payment Details

Card Type

Card Number

Expiration Date

Visa

xxxxxxxxxxxx1111

06-2026

Subtotal

Service fee

Total amount

\$27.00

\$0.61

\$27.61


Please keep a copy of this receipt for your records

Print

Return to Website

Use the “Print” button to print a copy for your records, then click “Return to Website” to go back to the Flex-Check Agency portal.

You’ll see a confirmation screen.



Nevada
Civil and
Criminal
Information
System

Personal ID (PID) Background Check

[Print](#)

Your PID Pre-enrollment has been successfully submitted.

You will receive an email shortly from NCCIS, which provides your PID Control Number. Please [print](#) a copy of this page for your records. It may be used in case your email confirmation is misplaced or deleted. You will be required to provide a copy of this page, or confirmation email when your fingerprints are captured. Additionally, you must provide a valid, government-issued photo ID.

PLEASE NOTE:
Fees charged online are only related to the cost of the search. Any additional fees for fingerprint-rolling services will be charged separately, and at the time of printing. Contact the agency or entity performing the fingerprint capture for more details.

Applicant Control Number: 25P0000073

SUBJECT, PID
DOB: 2/2/2000

It is required to have the Applicant Control Number (above) at the time of fingerprinting.
Submission date/time: 05/06/2025 17:05

[Start a new request](#) || [End Session](#)

Use the underlined “Print” link in the top right corner to print this screen.

E-Check Transactions

When you click the “Pay by E-Check” button, you enter the E-Check payment interface provided by the payment processor. This interface is not part of Flex-Check; you will return to Flex-Check once your payment has been successfully submitted (or if you cancel out of payment).

Note: The screens shown here may look slightly different from your screens. Also, the payment processor may change over time and use different screens. The general instructions will remain the same.

You can click the “Cancel Order” link at the bottom of any screen before the Receipt screen to exit without debiting your checking/bank account.

Billing

Payment

Review

Receipt

Billing Information

* Required field

First Name *

Last Name *

Company Name

Address Line 1 *

Address Line 2

City *

Country/Region *

State/Province *

Zip/Postal Code *

Phone Number *

Email *

Next

[Cancel Order](#)

Your Order

Total amount

\$27.00

Fill out the first screen, then click the “Next” button to move to the second screen.

The payment screen for the E-Check interface is different from the more-familiar credit card interface.

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Billing

Payment

Review

Receipt

Payment Details

* Required field

Routing Number *

.....5259

Account Number *

.....1111

Check Number

100

Account Type *

Checking

Back

Next

[Cancel Order](#)

Your Order

Total amount

\$27.00


You need to enter a check Routing, Account, and Check number, as well as provide the account type. Click the “Next” button to continue.

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BillingPaymentReviewReceipt

Review your Order

Billing Address



United States of America

Payment Details

Routing Number	xxxxx5259
Account Number	xxxx1111
Check Number	100
Account Type	Checking

Your Order

Total amount\$27.00

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

Back

Pay

[Cancel Order](#)

When you click the “Pay” button on the Review screen, you see a receipt screen.

Billing

Payment

Review


Receipt

Receipt

Date: 06-05-2025

Order Number: 3096

Billing Information



United States of America

Payment Details

Routing Number

xxxxx5259

Account Number

xxxx1111

Check Number

100

Account Type

Checking

Total amount

\$27.00

Please keep a copy of this receipt for your records

Print

Return to Website

Use the “Print” button to print a copy for your records, then click “Return to Website” to go back to the PID portal.

You’ll see a confirmation screen that your payment has been received.



Personal ID (PID) Background Check



[Print](#)

Your PID Pre-enrollment has been successfully submitted.

You will receive an email shortly from NCCIS, which provides your PID Control Number. Please [print](#) a copy of this page for your records. It may be used in case your email confirmation is misplaced or deleted. You will be required to provide a copy of this page, or confirmation email when your fingerprints are captured. Additionally, you must provide a valid, government-issued photo ID.

PLEASE NOTE:

Fees charged online are only related to the cost of the search. Any additional fees for fingerprint-rolling services will be charged separately, and at the time of printing. Contact the agency or entity performing the fingerprint capture for more details.

Applicant Control Number: 25P0000071

ANYONEPID, SOMEONE
DOB: 1/1/2000

It is required to have the Applicant Control Number (above) at the time of fingerprinting.

Submission date/time: 05/06/2025 14:53

[Start a new request](#)



[End Session](#)

Use the underlined "Print" link in the top right corner to print this screen.

Getting Fingerprints

When a new transaction is submitted for pre-enrollment the system will send the Subject/Applicant an email with instructions on how to get their fingerprints taken and submitted. Fingerprints can be taken electronically (Live Scan), or done using ink on a printed card.

PB

Personal Identification Background
 Instructions to Get Fingerprints Taken
 To:

Inbox - 2:53 PM

Hello SOMEONE ANYONEPID,

This email notice is being sent by the Nevada Civil and Criminal Information System (NCCIS) to let you know the process has been started for you to receive a copy of your State of Nevada Criminal History.

To complete this Personal Identification request, **you must get your fingerprints taken**. You can do this in one of two ways as described below:


- 1) Schedule an appointment with a Live Scan Provider to get your prints taken electronically, which will forward them to the State of Nevada automatically. You may find a list of locations and providers by visiting the following web page <https://fctest.nccis.nvdps.gov/NCCISLocateFP/>.
- 2) Find your own fingerprinting location that can give you a paper card of your prints and then mail them, **with a copy of this email**, to the address listed below:

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

IMPORTANT: The following information must be included on your submission or paper card. The person taking your fingerprints will know where the information should be entered.

Applicant Control Number: 25P0000071
Type of Transaction (TOT): FAUF
Originating Agency Identifier (ORI): NV0131700
Reason for Fingerprinting (RFP): 179A.100
Account Number: PID021

Sincerely,
Fingerprint Support Unit – Civil I Records, Communications, and Compliance Division
 State of Nevada | Department of Public Safety, State Police
 Phone: 775-684-6262
 Email: fsucivil@dps.state.nv.us



Nevada Department of
Public Safety
Records, Communications and Compliance

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The letter includes information needed by the fingerprint vendor, as well as information for the Applicant.

Note: The Applicant can use the NCCIS Private Live-Scan Provider Location Search website at <https://fc.nccis.nvdps.gov/NCCISLocateFP/> to search for fingerprint scan locations, based on comparing the business address to the Applicant's location.

The Applicant will need to bring a printed copy of the letter or the confirmation screen, and a valid government-issued ID with photograph.

Sending Your Hard Card to DPS

A "hard card" is a physical fingerprint card. If you get a hard card you need to mail it to DPS, and you need to write the PCN/TCN on the card. (If you don't have a PCN, the background check system will create one when the transaction is processed.)

The following screenshot shows the area where the PCN/TCN should be written in yellow:

APPLICANT		LAST NAME NAM		FIRST NAME M		MIDDLE NAME		DOB	
SIGNATURE OF PERSON FINGERPRINTED		ALIASES AKA		DATE OF BIRTH DOB		MONTH		YEAR	
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP CITZ		SEX M		RACE M		PLACE OF BIRTH POB	
DATE M		SIGNATURE OF OFFICIAL TAKING FINGERPRINTS M		YOUR NO. OCA		FBI NO. B		ARMED FORCES NO. B	
EMPLOYER AND ADDRESS		SOCIAL SECURITY NO. SOC		MISCELLANEOUS NO. MNU		CLASS		REF	
REASON FINGERPRINTED M		M		M		M		M	
1. R. THUMB		2. R. INDEX		3. R. MIDDLE		4. R. RING		5. R. LITTLE	
6. L. THUMB		7. L. INDEX		8. L. MIDDLE		9. L. RING		10. L. LITTLE	
M = Mandatory field		O = Optional field		B = leave blank		Refer to Nevada Specifications for proper formatting			
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY				L. THUMB		R. THUMB		RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY	

Staple all pages together. If you are sending more than one submission (for example, submitting multiple family members) each individual's packet of information needs to be mailed in a separate envelope.

Mail your hard card and other paperwork to:

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

Reviewing Your Results

Standard PID

When results are back from the background check, the Applicant (and their representative) of a Standard PID request will receive an email sent to the address provided when creating the transaction. This email letter will include a link to view the results.

Hello Somebody New,

This email notice is being sent by the Nevada Civil and Criminal Information System (NCCIS) to let you know that the results of your recently completed fingerprint based Personal Identification (PID) history record check are ready for review. You may access the result letter securely by clicking on the secure link included below and entering the answer to the security question you created when you completed your request for the background check.

Online access to the results of this check is limited to **thirty (30) calendar days from 05/06/2025**. Additional online access will not be allowed once you have opened and/or retrieved the results and the thirty (30 days) have expired.

[Click Here To Get Your Results](#)

Sincerely,

Fingerprint Support Unit – Civil I Records, Communications, and Compliance Division

State of Nevada | Department of Public Safety, State Police


Phone: 775-684-6262

Email: fsucivil@dps.state.nv.us



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When you click the link a web browser tab will open showing a screen prompting you to provide the security “question and answer” from Step 1 to see your results.



Agency Portal - Access Your Results

Please verify your identity by providing the Security Answer to the Security Question you created during your initial request. It is recommended that you access this information from a device with the ability to print or save your results. **Additional attempts to access the results will not be allowed once thirty (30) days have expired.**

The Security Question and Answer are known only to the person who created them. After three (3) unsuccessful attempts to answer the question correctly, the results will become locked and unavailable.


Question: favorite color?

Answer:

[Get My Results](#)

Type the Security answer into the field and click the “Get My Results” button.

You’ll see a verification screen.



Agency Portal - Access Your Results - Confirmation

Please acknowledge the following conditions:

- I understand access to download the results report is limited to **thirty (30) days**.
- I understand that mobile devices, such as cellular phones and tablets, are not supported for document access.
- I understand that I am required to either save the results or print a copy for my records.

[No, I will get my results at a later time.](#)

[Yes, I am ready to get my results now](#)

If you want to view your results at a later time, click the underlined “No, I will get my results at a later time” link. If you are ready to view your results, click the “Yes, I am ready to get my results now” button.

You’ll see the results letter on page one, and any additional pages will display any RAP sheet information. You can print a copy of the letter using your PDF reader’s menus or icons.

Results 1 / 1 90%

Joe Lombardo
Governor

Nevada Department of Public Safety
Records, Communications and Compliance

George Togliatti
Director

Sheri Brueggemann
Deputy Director

Records, Communications and Compliance Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706
Telephone 775-684-6262 – Fax 775-687-3288
www.rcod.nv.gov

Erica Souza-Llamas
Division Administrator

Somebody New
444 Some Street
Newtown NV 99999

Date Fingerprinted: 05/06/2025
Transaction Number: Name: PIDSUBJECT ANYBODY
DOB: 01/01/2000 **OCA:**

Record Status: STATE NEGATIVE

A technical fingerprint search of the above individual's fingerprints was performed through the Western Identification Network Automatic Biometric Identification System (WIN-ABIS).

Pursuant to NRS 179A.100, the search **failed to disclose a matching criminal history record based on the information received on the background check.**

The information contained in this document is provided in accordance with the provisions of Nevada Revised Statute NRS 179A.100. This response is based on those records, databases, and documents available to the central repository of Nevada records criminal history at the time of the background check was performed. The information in this document should not be construed to preclude the existence of a conviction record or additional records of the types listed in 179A.190 which may be in a record, database, or document not available or accessible by the central repository. Use of this information is regulated by law. It is provided for official use only and may be used only for the purpose requested. Dissemination to a second party or entity is prohibited. Revised 03-05-2019.

A check of the State of Nevada Sex Offender Registry database has not produced information that is available to the public through the statewide registry as of 05/06/2025 pursuant to NRS 179A.100.

Date Report Generated: 05/06/2025

Nevada Department of Public Safety
Records and Identification Bureau

Capitol Police • Office of Criminal Justice Assistance • Emergency Management/Homeland Security • State Fire Marshal
Records, Communications and Compliance • Highway Patrol • Investigations • Parole and Probation • Office of Professional Responsibility • Office of Traffic Safety • Training • Board of Parole Commissioners • Emergency Response Commission

Notarized and Certified PIDs

For Notarized and Certified PID requests, the results will be printed by DPS staff and either notarized or certified, and then mailed to the mailing address provided during signup.