

CITY OF FERNLEY

Clerk's Office

595 Silver Lace Blvd.

Fernley, NV 89408

Phone: (775) 784-9830 Fax: (775) 784-9839

INSTRUCTIONS REGARDING CHILD CARE LICENSE APPLICATIONS FOR TAKING CARE OF 1-4 CHILDREN*

1. Fill out paperwork to do background check with City Clerk's staff:
 - a. DPS Fingerprint Background Waiver, the City keeps this form.
 - b. Fingerprint Request Form, customer takes this form to the fingerprinting facility and returns it to the City after the fingerprints have been processed.

2. Obtain background check from a DPS authorized finger printing facility. You will need the following:
 - a. Signed Fingerprint Request Form
 - b. Identification
 - c. Fee – determined at the facility

3. Submit:
 - a. Completed application form, which must be signed. Each applicant/care taker must submit a separate completed application form.
 - b. If the premises are being rented or leased, submit written authorization from the landlord/owner to do business at that location.
 - c. Copy of ID

A Child Care license will be issued when the investigation is approved by the City Clerk's Office, the business license requirements are met, and City Council approves the child care license.

FAILURE TO FOLLOW THESE INSTRUCTIONS PROPERLY COULD CAUSE SUBSTANTIAL DELAY IN THE PROCESSING OF YOUR LICENSE.

This license process is applicable for the care of 1-4 children*. A child care license to care for 6 or more children is regulated by the State of Nevada Division of Child Care and Family Services.

*Not including your own children.