

# Physical Therapy Board

3291 North Buffalo Drive, Suite 100 · Las Vegas, NV 89129

Phone (702) 876-5535 · Facsimile (702) 876-2097

Email: [ptapplication@govmail.state.nv.us](mailto:ptapplication@govmail.state.nv.us)



## **PHYSICAL THERAPIST & PHYSICAL THERAPIST ASSISTANT FINGERPRINT INSTRUCTIONS**

All applicants for licensure as a physical therapist or physical therapist assistant in the State of Nevada must undergo a fingerprint/criminal background check. Applicants may complete their fingerprint requirements through one of the following options: Fingerprint Card or Electronic Submission (If in the State of Nevada). Instructions for both options are provided below.

NOTE: Applicants must submit a signed Fingerprint Background Waiver to the Board prior to the submission of fingerprints. Applicants are strongly encouraged to complete the fingerprint requirement early in the application process as this may take up to 2 months to complete.

THE FINGERPRINT TECHNICIAN WILL REQUIRE THE FOLLOWING INFORMATION:

A. ORI:

ENTER: **NV920370Z**

**ST BD PHY THER EXAM**

**LAS VEGAS, NV**

B. MISCELLANEOUS NO. (MNU):

ENTER: **880157**

C. REASON FINGERPRINTED:

ENTER: **NRS 640.090 [If you are applying for a PT/PTA License by Examination], or**

ENTER: **NRS 640.145 [If you are applying for a PT/PTA license by Endorsement], or**

ENTER: **NRS 640.146 [If you are applying for a PT/PTA license by Endorsement as an active duty member of the military or member's spouse, a veteran or veteran's surviving spouse]**

## OPTION 1: FINGERPRINT CARD SUBMISSION

Fingerprinting may be performed by a law enforcement agency in any state or by a private fingerprinting service. You may use any agency's fingerprint card as long as it is completed on the standard FD-258 card (shown below). All fingerprint cards are valid for one year from the date you are printed. You may also request a fingerprint card be mailed to you by contacting the Nevada Physical Therapy Board office.

1. Complete the Fingerprint Background Waiver and upload the signed waiver to your application.
2. Complete the Fingerprint Request Form. Enter Applicant Information and Fingerprint Authorization Information.
3. Select a fingerprinting company you wish to use.
4. Obtain two original fingerprint cards. Ensure you have the appropriate cards by verifying the code “FD-258” on the back of each card. Using black ink, complete the information blocks on the fingerprint card. Incomplete and/or illegible cards cannot be processed and will be returned to the applicant.
5. When you present for fingerprinting, inform the technician that you are applying for licensure with the Nevada Physical Therapy Board, and will submit fingerprints using Fingerprint Cards.
6. Provide your Fingerprint Request Form to the technician to ensure that all fields contain the required/authorized information needed for processing. Ensure the technician signs the Form in the space labeled “Signature of Official taking Fingerprints” and enters the Transaction Control Number (TCN).
7. Mail the two **completed Fingerprint Cards** and the **signed Fingerprint Request Form** to the Board Office and include a **cashier's check** or **money order** in the amount of \$39.00 (payable to Nevada Highway Patrol.) The Board Office Address is as follows:

Nevada Physical Therapy Board Address:

3291 North Buffalo Drive, Suite 100  
Las Vegas, NV 89129

## OPTION 2: ELECTRONIC SUBMISSION (IN-STATE ONLY)

Applicants in the State of Nevada are strongly encouraged to complete their fingerprint requirements via electronic transmission (Live Scan) instead of submitting Fingerprint Cards. Electronic transmission is available if you have your fingerprints captured in Nevada only. This option provides a quicker turn-around than Fingerprint Card submissions.

For a list of approved private Nevada fingerprinting facilities, visit the Nevada Repository's website:

[https://rccd.nv.gov/uploadedFiles/gsdnv.gov/content/FeesForms/Fingerprint\\_Information\\_and\\_Forms/DPS%20Website%20-%20FP%20Sites%2011.18.2021\(24%20Nov%2021\).pdf](https://rccd.nv.gov/uploadedFiles/gsdnv.gov/content/FeesForms/Fingerprint_Information_and_Forms/DPS%20Website%20-%20FP%20Sites%2011.18.2021(24%20Nov%2021).pdf)

1. Complete a Fingerprint Background Waiver and upload the signed waiver to your application.
2. Complete a **Fingerprint Request Form**. Enter Applicant Information and Fingerprint Authorization Information.
3. Select a fingerprinting company you wish to use and contact them to confirm they submit electronically to the Department of Public Safety (DPS).
4. Take these instructions and the Fingerprint Request Form with you to a fingerprinting site.
5. When you present for fingerprinting, inform the technician that you are applying for licensure and need your prints submitted electronically to DPS.
6. Provide your Fingerprint Request Form to the technician to ensure that all fields contain the required/authorized information needed for processing. Ensure the technician signs the Form in the space labeled "Signature of Official taking Fingerprints" and enters the Transaction Control Number (TCN).
7. Send the completed Fingerprint Request Form to the Board Office via email or mail.

