

STATE OF NEVADA

STEVE SISOLAK  
Governor

TERRY REYNOLDS  
Director

SHANNON M. CHAMBERS  
Labor Commissioner



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OFFICE OF THE LABOR COMMISSIONER  
3300 W. SAHARA AVE. SUITE 225  
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Department of Business & Industry

OFFICE OF THE LABOR COMMISSIONER

[www.labor.nv.gov](http://www.labor.nv.gov)

**INSTRUCTIONS FOR APPLICATION FOR PRIVATE EMPLOYMENT AGENCY LICENSE**

Read the application carefully and answer all questions. If sufficient space is not provided on the application form, complete the questions on a separate sheet of paper and submit with the application.

1. Complete the application in its entirety. Specific information is required on each applicant applying for licensing. If the applicant is other than an individual, a person with the legal authority to represent and bind the corporation must complete the "Applicant" portion of the application.
2. Provide a copy of the Business License held with the State of Nevada.
3. If the business intends to operate under a fictitious name, such fictitious name must be filed with the County Clerk. Submit a copy of the "Certificate of Filing of Fictitious Name."
4. If a corporation, the application must be accompanied by a copy of the corporation's "Certificate of Incorporation" including the recent list of corporate officers.
5. Provide affidavits from two (2) reputable **residents of Nevada** for each applicant, stating that the applicant is of good moral character; may not be family members.
6. **Submit a photocopy of identification for each applicant & each affiant.**
7. Submit \$100.00 license fee, make payable to the Office of the Labor Commissioner. Nevada Law prohibits the refund of this fee; NRS 611.060.
8. Submit a \$1,000.00 Surety Bond. In lieu of a Bond an applicant may remit a one time, fully refundable payment of \$1,000.00 via check or money order made payable to the Office of the Labor Commissioner.
9. Sample Business Forms: All forms – contract, receipt, application, invoice, letterhead, business card, etc. – must be approved by the Office of the Labor Commissioner. Send a sample of each form and/or document you plan to use in your business. We suggest you receive approval of the forms and documents before you have them printed in case revisions are necessary. See NRS 611.160, 611.170, 611.180, 611.200, and 611.270.
10. Provide a 9 x 12 self-addressed envelope with postage so the Private Employment Agency License may be mailed to you.

**Mail to:** Nevada Office of the Labor Commissioner  
**Carson City:** 1818 College Pkwy. Suite 102, Carson City, NV 89706  
**Las Vegas:** 3300 W. Sahara Ave. Suite 225, Las Vegas, NV 89102

The Nevada Office of the Labor Commissioner will approve or deny your application within sixty (60) days after receipt of all the application and all requirements.