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Date June 6, 2011

**MEMORANDUM**

To: All State Agencies, the Nevada System of Higher Education, the Court System, the Legislative Counsel Bureau and all Political Subdivisions within the State of Nevada

From: Greg Smith, Administrator

Subject: Fingerprint-based background checks for temporary employees

Based on a recent Nevada Department of Public Safety Civil Applicant Program "CAP" audit, State agencies are responsible for acquiring fingerprint-based background checks rather than requesting these checks through the temporary employment contractor.

Agencies must ensure they are in compliance with all federal and state laws. Agencies are encouraged to contact their legal counsel as to which statute or governing agency authorizes them to request fingerprint-based background checks. For assistance with the process of submitting fingerprints, please contact the Public Safety Criminal Repository at (775) 684-6262; additional information can be found on their website at <http://nvrepository.state.nv.us>.

This procedure applies to the Master Service Agreements for Avysion, Manpower and Kelly Services.

Purchasing 2011-16

Please visit our website at <http://purchasing.state.nv.us>