

Background Checks

The State of Nevada, via the Nevada Department of Public Safety General Services Division provides the **Civil Name Check Program** designed to provide criminal history record information to authorized users. Inquiries can be made based upon name and numeric identifiers rather than fingerprints. This program is only available to those users that will directly employ the person about whom they are performing the Civil Name Check and to third party agencies that provide background services to the employer.

Application for this service can be found here: <https://bit.ly/2lnzJX2>

For more information contact Dina Hamilton 702-486-0654

In **Washoe County**, record requests can be made via the Washoe County 2nd Judicial District Court. Public terminals are available for searching in the lobby and cases can also be searched at <https://www.washoecourts.com/> by utilizing the “Case Inquiry” tab. This court handles gross misdemeanors and felonies.

Cases can also be searched via the **Reno and Sparks Justice Courts**. Requests can be made in person or can be mailed or faxed with accompanied payments. These courts handle citations, civil issues and lower level misdemeanors in addition to higher level criminal preliminary hearings and arraignments. Reno Justice Court is located at 1 South Sierra St, Reno, NV 89501 and Sparks Justice Court is located at 1675 E. Prater Way, Suite 107, Sparks, NV 89434.

Another option for background checks is to hire or coordinate checks utilizing a local background check company with experience navigating the state’s background check network and court system. These private companies may have access to the Nevada Statewide Criminal Records Search system which covers every court and every county in the State and may be able to perform a Civil Name Check search in a timelier manner than if using an online or nationwide vendor or attempting to perform in-house searches.

EDAWN recommends our partner **Priority 1** for Pre-Employment Screening Services. They are the only company in Nevada that can provide both Certified Background checks compliant with the FCRA and a full spectrum of screening options. Please visit their website at www.priority1nv.com or contact Dustin Grate at [775-507-7230](tel:775-507-7230) or office@priority1nv.com