

Reno Police Department
Personal History Statement

For
Privileged Business License Application

Instructions to Applicant

Complete this process **after** submitting your business license application to the City of Reno Business License Division.

Your background investigation begins when you bring this **completed** Personal History Statement (PHS), with the last two (2) pages notarized, to the Reno Police Department's Work Applicant Unit where you will be fingerprinted and photographed (a cash fee will be charged). Fingerprint cards are submitted to the Nevada Criminal Justice Information Services Repository (NCJIS) and to the Federal Bureau of Investigation (FBI). This information may take several weeks to be returned to us. Therefore, **complete this step as soon as possible (within fifteen (15) days preferably)** after submitting your business license application to the Business License Division.

Reno Police Department
Work Applicant Unit
455 East 2nd Street
Monday – Thursday 7:30 am -3:30 pm
Closed from 11:00 am - Noon

Each applicant (person to be licensed) must complete a PHS (RMC Title 5). The information provided is confidential and any statement is subject to verification.

Respond to answers openly and as accurately as possible. Deliberate inaccuracies, false or incomplete statements can be reasons to deny your application. Any negative factor in your background will be evaluated in terms of the surrounding circumstances and the relevance to your business license.

If extra space is needed, write your answers, along with the question number on a blank sheet of paper and attach it to the PHS.

Note: Applicants who live outside of the greater Reno area, who are mailing their RPD documents including completed and notarized PHS, **two (2) required fingerprint cards (DO NOT BEND WHEN MAILED)** with RPD fees (check or money order) and mail to:

Reno Police Department
Attention: Work Applicant Unit
PO Box 1900
Reno, NV 89505

**Questions regarding the PHS or RPD Background process, please call 775.334.2183

Effective April 19, 2022

Account # _____

TYPE or PRINT in ink.

Do not have another person complete the responses for you.

If a question does not apply, write "N/A" in the answer space.

DO NOT leave any sections blank

BUSINESS NAME		
BUSINESS ADDRESS		
POSITION WITH BUSINESS		
YOUR NAME (LAST, FIRST, MIDDLE)		
OTHER NAME (SUCH AS MAIDEN, MARRIED, NICKNAME, ETC)		
BIRTH DATE		
PLACE OF BIRTH (CITY, STATE, COUNTRY)		
SOCIAL SECURITY NUMBER		
DRIVERS LICENSE NUMBER		
MARKS, SCARS, TATTOOS		
RESIDENCE ADDRESS		
MAILING ADDRESS		
TELEPHONE NUMBERS		
HOME	WORK	CELLULAR
E-MAIL ADDRESS		
Primary -		
Secondary -		

Have you ever been arrested or issued a misdemeanor citation, excluding Traffic, in the last 10 years?	
Yes	No
If Yes please explain the details of the arrest, include an approximate date & which Police Agency was involved	

Have you ever been a subject, in any jurisdiction, to administrative action of any kind imposing fines or other discipline relating to the operation of a business licensed in the jurisdiction, or denied a license or work card, due to suitability issues?	
Yes	No
If Yes please explain what, where & why:	

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a City of Reno Business License, I hereby authorize the release of information concerning me, including that of a confidential or privileged nature, from my previous employers, physicians and professionals who may have examined or treated me, friends and acquaintances, credit reporting services, public agencies and all others who may be called upon by Reno Police Department personnel. I understand the information provided will be used only for the investigation of my suitability for a privileged business license and that the information is deemed confidential and will not be released to any other person(s), including myself.

I hereby release you, your organization, or other from liability or damage which may result from furnishing the requested information. I further authorize that a photocopy of this form shall be for all intents and purposes as valid as the original. I authorize you to retain a copy of this form for your files.

This Authorization to Release Information is valid for any information supplied within one (1) year of my signature.

Name of Applicant (print) _____

Signature of Applicant _____ Date _____

State of _____ County of _____

This instrument was acknowledged before me on (date) _____ by

(Print name of applicant _____

(Signature of notarial officer)

CERTIFICATAION and PENALTY

I HEREBY DECLARE that any and all statements and information provided to the Reno Police Department in this Personal History Statement for my background investigation are true and complete to the best of my knowledge and belief. I understand any misstatement or omission of material fact or willful deception will be cause for disqualification and rejection of my City of Reno privileged business license application and could also be grounds for suspension or revocation of my privileged business license after issuance.

Name of Applicant (print) _____

Signature of Applicant _____ Date _____

State of _____ County of _____

This instrument was acknowledged before me on (date) _____ by

(Print name of applicant) _____

(Signature of notarial officer)