



**SEALING MISDEMEANOR
CRIMINAL RECORDS IN THE
HENDERSON MUNICIPAL COURT**

**CITY ATTORNEY'S OFFICE
Criminal Division**

243 Water Street
Henderson, NV89015

Tel. (702) 267-1370 Fax (702) 267-1371

NICHOLAS G. VASKOV, ESQ., CITY ATTORNEY

This Booklet contains only procedural information that relates to the process for sealing records of cases filed and/or prosecuted in the Henderson Municipal Court.

The information contained herein should not be construed as legal advice. Any questions which relate to specific cases and/or personal issues should be directed to a private attorney.

By state law, an individual may petition the Henderson Municipal Court to seal records of a misdemeanor arrest, misdemeanor criminal conviction, acquittal on misdemeanor charges, or dismissal of misdemeanor charges that were originally filed with the Henderson Municipal Court. The purpose of these instructions and sample forms is to identify the law and procedures that must be followed when filing a petition requesting the Henderson Municipal Court to seal records of arrest, conviction, acquittal, or dismissal of misdemeanor offenses committed or filed in the City of Henderson.

An order sealing records is not the same as an expungement of the records. When records are expunged, the order directs the actual records to be destroyed. An order sealing records requires that the records be removed from the shelves, computer files, or any other information storage source and be placed into a sealed file. The order **does not** authorize or direct the destruction of the actual records.

Having a misdemeanor record sealed results in having all proceedings recounted in the record deemed never to have occurred. Consequently, the person to whom it pertains may properly answer accordingly to any inquiry concerning the arrest, conviction or acquittal and the events and proceedings relating to the arrest, conviction or acquittal. In certain circumstances sealed records may be reopened.

LIMITATIONS

Misdemeanor criminal convictions for Battery Domestic Violence (NRS 200.485, 33.018) and DUI Offenses (NRS 484C.110) may be sealed if the petitioner has not been charged with any offense for which the charges are pending or convicted of any offense, except for minor moving or standing traffic violations, after the passing of seven (7) years following the date of his release from actual custody or from the date when he is no longer under a suspended sentence, whichever occurs later. NRS 179.245 (1)(e).

Misdemeanor criminal convictions for battery, harassment, stalking, violation of a temporary or extended orders for protection, may be sealed, if the petitioner has not been charged with any offense for which charges are pending or convicted of any offense, except for minor moving or standing traffic violations, after the passing of two (2) years following the date of release from actual custody or after the date when the person is no longer under a suspended sentence, whichever occurs later. Any other misdemeanor may be sealed, if the petitioner has not been charged with any offense for which charges are pending or convicted of any offense, except for minor moving or standing traffic violations, after one (1) year from the date of release from actual custody or from the date when the person is no longer under a suspended sentence, whichever occurs later. NRS 179.245(1)(f)(g).

Misdemeanor charges that result in either an acquittal or a dismissal with prejudice of the charge may be sealed at any time after the date of dismissal or acquittal. Misdemeanor charges that result in a dismissal **without** prejudice of the charge may only be sealed after the expiration of the one (1) year statute of limitations for misdemeanor charges. (Without prejudice means that the Prosecuting Attorney can decide to refile the charge within the statute of limitations) NRS179.255(1)(b).

Question: How can an individual begin the process of seeking to have a misdemeanor criminal record sealed by the Henderson Municipal Court?

Answer: An individual seeking to have misdemeanor criminal records sealed by the Henderson Municipal Court must obtain their criminal history from the Henderson Police Department (SCOPE) and Verified Criminal History from the Central Repository for Nevada Records of Criminal History.

Residents of the City of Henderson seeking to obtain their criminal histories should go to the Henderson Police Department and obtain their SCOPE history from the Henderson Police Department and complete a fingerprint card. If you are not a resident of the City of Henderson then you would need to get your SCOPE history and fingerprint card processed by the Las Vegas Metropolitan Police Department.

Henderson Police Department Civil Processing Office is located at 223 Lead Street, Henderson, NV 89015. They can assist Henderson residents with fingerprint processing. (There is a fee for this service. Call 702-267-4720 for applicable fees and the acceptable means of payment).

If the petitioner is **not a Henderson resident**, they should contact the Las Vegas Metropolitan Police Department, Fingerprint Section, 400 South Martin Luther King Blvd. Building C, Las Vegas, NV 89106. (There is a fee for this service. Call 702-828-

3271 for applicable fees and the acceptable means of payment).

After being fingerprinted the petitioner must mail the fingerprint card to the Criminal History Records Repository for Nevada. A request for a verified record of the petitioner's criminal history must be included with the fingerprint card.

The appropriate fee in the form of certified check or money order made payable to the Nevada Department of Public Safety must be included with the fingerprint card when requesting the verified record from Criminal History Records Repository. (The fee is currently \$27.00 as of May, 2022.)

The request, fingerprint card, and **certified check or money order** must be mailed to:

Department of Public Safety
Records, Communications and Compliance
Division 333 W. Nye Lane, Ste. 100
Carson City, NV 89706
(775) 684-6262

The Criminal History Records Repository will send the criminal history records directly to the petitioner or their designated second party.

As a courtesy the Central Repository for Nevada Records of Criminal History Request for Criminal History Form (DPS-006) is provided at the back of this booklet.

Question: **After receiving the verified records of the individual's criminal history what is the next step in seeking to have a misdemeanor record sealed by the Henderson Municipal Court?**

Answer: Upon receipt of the verified record of the petitioner's criminal history, the petitioner must prepare legal documents formally requesting the Henderson Municipal Court to seal the misdemeanor record.

Question: **What legal document is the petitioner required to prepare?**

Answer: The petitioner must prepare a Petition, a Stipulation, and an Order when requesting the sealing of a misdemeanor record to submit to the Henderson Municipal Court. These forms should be submitted to the Henderson Municipal Court, along with all appropriate attachments, within 90 days of receipt of criminal history information.

Forms of each document can be found in this booklet.

How to Request the Court to Seal Your Records

You will need the following documents and paperwork to submit to the Court to seal your criminal record:

1. The original verified record of your criminal history from the Department of Public Safety's Criminal History Repository.
2. A signed original and one copy of the Petition, including an Affidavit. The Affidavit form requires a notarized signature or a Declaration and Verification form.

The Petition must include the following for each record requested to be sealed:

- Petitioner's Full Name;
- Henderson Police DR #;
- Date of Arrest;
- Charge;
- Henderson Municipal Court Case No.;
- Final Disposition
- Date of Final Disposition;
- An original and one (1) copy of the Order signed by Petitioner;
- An original and one (1) copy of the Stipulation signed by Petitioner;

All information must be provided for proper consideration of a Petition to Seal Record. Receipt of partial information is a basis for denial of the Petition. It is the responsibility of the petitioner to submit written documentation of the final disposition if the criminal history received from the Repository does not include the final disposition. The documentation may be obtained from the Henderson Municipal Court.

Question: **After preparing the legal documents what must the petitioner do to file the documents with the Henderson Municipal Court?**

Answer: Once the legal documents are prepared, signed by the petitioner, notarized, and copied, the original documents and one copy should be taken to the Henderson Municipal Court located at 243 Water Street, Henderson. The Petition will then be filed with the court and forwarded to the City Attorney's Office for review and approval.

If the City Attorney's Office approves and signs the Stipulation and Order,

the documents will be submitted to the Henderson Municipal Court Clerk's Office for submittal to the Judge.

Question: Is there a filing fee with the Henderson Municipal

Court? Answer: There is a \$50.00 non-refundable filing fee.

Question: After filing what action does the Henderson Municipal Court take on the petition?

Answer: After receiving the Stipulation and Order the documents and copies will be forwarded to the City Attorney for review and then to the Municipal Court Judges for review and signature. Once reviewed and signed by a Judge, the Municipal Court Clerk will send copies to the Henderson Police Department, Henderson City Attorney and Nevada Department of Public Safety. 2 copies of the order will be provided to the Petitioner for their records.

Question: What is the procedure if the City Attorney's Office refuses to sign the Stipulation and Petition?

Answer: If the City Attorney's Office refuses to sign the proposed Stipulation and/or Order the documents will be returned with an explanation for the refusal. The petitioner may then correct the documents and refile the Petition and Order with the Henderson Municipal Court. The Municipal Court Clerk's Office will then schedule the matter for hearing before a Judge of the Municipal Court. The petitioner must notify the City Attorney's Office of the hearing date and time.

**Selected Sections of the Nevada Revised Statutes Regarding
Sealing Records of Criminal Proceedings**

NRS 179.245 Sealing records after conviction: Persons eligible; petition; notice; hearing; order. [Effective July 1, 2020.]

1. Except as otherwise provided in subsection 6 and [NRS 176.211](#), [176A.245](#), [176A.265](#), [176A.295](#), [179.247](#), [179.259](#), [201.354](#) and [453.3365](#), a person may petition the court in which the person was convicted for the sealing of all records relating to a conviction of:

...

(e) A violation of [NRS 422.540](#) to [422.570](#), inclusive, a violation of [NRS 484C.110](#) or [484C.120](#) other than a felony, or a battery which constitutes domestic violence pursuant to [NRS 33.018](#) other than a felony, after 7 years from the date of release from actual custody or from the date when the person is no longer under a suspended sentence, whichever occurs later;

(f) Except as otherwise provided in paragraph (e), if the offense is punished as a misdemeanor, a battery pursuant to [NRS 200.481](#), harassment pursuant to [NRS 200.571](#), stalking pursuant to [NRS 200.575](#) or a violation of a temporary or extended order for protection, after 2 years from the date of release from actual custody or from the date when the person is no longer under a suspended sentence, whichever occurs later; or

(g) Any other misdemeanor after 1 year from the date of release from actual custody or from the date when the person is no longer under a suspended sentence, whichever occurs later.

2. A petition filed pursuant to subsection 1 must:

(a) Be accompanied by the petitioner's current, verified records received from the Central Repository for Nevada Records of Criminal History;

(b) If the petition references [NRS 453.3365](#), include a certificate of acknowledgment or the disposition of the proceedings for the records to be sealed from all agencies of criminal justice which maintain such records;

(c) Include a list of any other public or private agency, company, official or other custodian of records that is reasonably known to the petitioner to have possession of records of the conviction and to whom the order to seal records, if issued, will be directed; and

(d) Include information that, to the best knowledge and belief of the petitioner, accurately and completely identifies the records to be sealed, including, without limitation, the:

(1) Date of birth of the petitioner;

(2) Specific conviction to which the records to be sealed pertain; and

(3) Date of arrest relating to the specific conviction to which the records to be sealed pertain.

3. Upon receiving a petition pursuant to this section, the court shall notify the law enforcement agency that arrested the petitioner for the crime and the prosecuting attorney, including, without limitation, the Attorney General, who prosecuted the petitioner for the crime. The prosecuting attorney and any person having relevant evidence may testify and present evidence at any hearing on the petition.

4. If the prosecuting attorney who prosecuted the petitioner for the crime stipulates to the sealing of the records after receiving notification pursuant to subsection 3 and the

court makes the findings set forth in subsection 5, the court may order the sealing of the records in accordance with subsection 5 without a hearing. If the prosecuting attorney does not stipulate to the sealing of the records, a hearing on the petition must be conducted.

5. If the court finds that, in the period prescribed in subsection 1, the petitioner has not been charged with any offense for which the charges are pending or convicted of any offense, except for minor moving or standing traffic violations, the court may order sealed all records of the conviction which are in the custody of any agency of criminal justice or any public or private agency, company, official or other custodian of records in the State of Nevada, and may also order all such records of the petitioner returned to the file of the court where the proceeding was commenced from, including, without limitation, the Federal Bureau of Investigation and all other agencies of criminal justice which maintain such records and which are reasonably known by either the petitioner or the court to have possession of such records.

6. A person may not petition the court to seal records relating to a conviction of:

- (a) A crime against a child;
- (b) A sexual offense;
- (c) Invasion of the home with a deadly weapon pursuant to [NRS 205.067](#);
- (d) A violation of [NRS 484C.110](#) or [484C.120](#) that is punishable as a felony pursuant to paragraph (c) of subsection 1 of [NRS 484C.400](#);
- (e) A violation of [NRS 484C.430](#);
- (f) A homicide resulting from driving or being in actual physical control of a vehicle while under the influence of intoxicating liquor or a controlled substance or resulting from any other conduct prohibited by [NRS 484C.110](#), [484C.130](#) or [484C.430](#);
- (g) A violation of [NRS 488.410](#) that is punishable as a felony pursuant to [NRS 488.427](#); or
- (h) A violation of [NRS 488.420](#) or [488.425](#).

7. If the court grants a petition for the sealing of records pursuant to this section, upon the request of the person whose records are sealed, the court may order sealed all records of the civil proceeding in which the records were sealed. . . .

NRS 179.255 Sealing of records after dismissal, decline of prosecution or acquittal: Petition; notice; hearing; exceptions; order; inspection of records. [Effective July 1, 2020.]

1. If a person has been arrested for alleged criminal conduct and the charges are dismissed, the prosecuting attorney having jurisdiction declined prosecution of the charges or such person is acquitted of the charges, the person may petition:

- (a) The court in which the charges were dismissed, at any time after the date the charges were dismissed;
- (b) The court having jurisdiction in which the charges were declined for prosecution:
 - (1) Any time after the applicable statute of limitations has run;
 - (2) Any time 8 years after the arrest; or
 - (3) Pursuant to a stipulation between the parties; or
- (c) The court in which the acquittal was entered, at any time after the date of the acquittal,

□ for the sealing of all records relating to the arrest and the proceedings leading to the dismissal, declination or acquittal.

2. If the conviction of a person is set aside pursuant to [NRS 458A.240](#), the person may petition the court that set aside the conviction, at any time after the conviction has been

set aside, for the sealing of all records relating to the setting aside of the conviction.

3. A petition filed pursuant to subsection 1 or 2 must:

(a) Be accompanied by the petitioner's current, verified records received from the Central Repository for Nevada Records of Criminal History;

(b) Except as otherwise provided in paragraph (c), include the disposition of the proceedings for the records to be sealed;

(c) If the petition references [NRS 453.3365](#), include a certificate of acknowledgment or the disposition of the proceedings for the records to be sealed from all agencies of criminal justice which maintain such records;

(d) Include a list of any other public or private agency, company, official and other custodian of records that is reasonably known to the petitioner to have possession of records of the arrest and of the proceedings leading to the dismissal, declination or acquittal and to whom the order to seal records, if issued, will be directed; and

(e) Include information that, to the best knowledge and belief of the petitioner, accurately and completely identifies the records to be sealed, including, without limitation, the:

(1) Date of birth of the petitioner;

(2) Specific charges that were dismissed or of which the petitioner was acquitted; and

(3) Date of arrest relating to the specific charges that were dismissed or of which the petitioner was acquitted.

4. Upon receiving a petition pursuant to subsection 1, the court shall notify the law enforcement agency that arrested the petitioner for the crime and:

(a) If the charges were dismissed, declined for prosecution or the acquittal was entered in a district court or justice court, the prosecuting attorney for the county; or

(b) If the charges were dismissed, declined for prosecution or the acquittal was entered in a municipal court, the prosecuting attorney for the city.

The prosecuting attorney and any person having relevant evidence may testify and present evidence at any hearing on the petition.

5. Upon receiving a petition pursuant to subsection 2, the court shall notify:

(a) If the conviction was set aside in a district court or justice court, the prosecuting attorney for the county; or

(b) If the conviction was set aside in a municipal court, the prosecuting attorney for the city.

The prosecuting attorney and any person having relevant evidence may testify and present evidence at any hearing on the petition.

6. If the prosecuting attorney stipulates to the sealing of the records after receiving notification pursuant to subsection 4 or 5 and the court makes the findings set forth in subsection 7 or 8, as applicable, the court may order the sealing of the records in accordance with subsection 7 or 8, as applicable, without a hearing. If the prosecuting attorney does not stipulate to the sealing of the records, a hearing on the petition must be conducted.

7. If the court finds that there has been an acquittal, that the prosecution was declined or that the charges were dismissed and there is no evidence that further action will be brought against the person, the court may order sealed all records of the arrest and of the proceedings leading to the acquittal, declination or dismissal which are in the custody of any agency of criminal justice or any public or private company, agency, official or other

custodian of records in the State of Nevada.

8. If the court finds that the conviction of the petitioner was set aside pursuant to [NRS 458A.240](#), the court may order sealed all records relating to the setting aside of the conviction which are in the custody of any agency of criminal justice or any public or private company, agency, official or other custodian of records in the State of Nevada.

9. If the prosecuting attorney having jurisdiction previously declined prosecution of the charges and the records of the arrest have been sealed pursuant to subsection 7, the prosecuting attorney may subsequently file the charges at any time before the running of the statute of limitations for those charges. If such charges are filed with the court, the court shall order the inspection of the records without the prosecuting attorney having to petition the court pursuant to [NRS 179.295](#).

(Added to NRS by [1971, 955](#); A [1997, 3160](#); [2001, 1693](#); [2009, 1439](#); [2013, 110, 1385](#); [2017, 2415](#); [2019, 4407](#), effective July 1, 2020)

NRS 179.265 Rehearings after denial of petition: Time for; number.

1. A person whose petition is denied under NRS 179.245 or 179.255 may petition for a rehearing not sooner than 2 years after the denial of the previous petition.
2. No person may petition for more than two rehearings.

NRS 179.285 Order sealing records: Effect; proceedings deemed never to have occurred; restoration of civil rights. [Effective July 1, 2020.] Except as otherwise provided in [NRS 179.301](#):

1. If the court orders a record sealed pursuant to [NRS 34.970, 174.034, 176.211, 176A.245, 176A.265, 176A.295, 179.245, 179.247, 179.255, 179.259, 179.2595, 179.271, 201.354](#) or [453.3365](#):

(a) All proceedings recounted in the record are deemed never to have occurred, and the person to whom the order pertains may properly answer accordingly to any inquiry, including, without limitation, an inquiry relating to an application for employment, concerning the arrest, conviction, dismissal or acquittal and the events and proceedings relating to the arrest, conviction, dismissal or acquittal.

(b) The person is immediately restored to the following civil rights if the person's civil rights previously have not been restored:

- (1) The right to vote;
- (2) The right to hold office; and
- (3) The right to serve on a jury.

2. Upon the sealing of the person's records, a person who is restored to his or her civil rights pursuant to subsection 1 must be given:

(a) An official document which demonstrates that the person has been restored to the civil rights set forth in paragraph (b) of subsection 1; and

(b) A written notice informing the person that he or she has not been restored to the right to bear arms, unless the person has received a pardon and the pardon does not restrict his or her right to bear arms.

3. A person who has had his or her records sealed in this State or any other state and whose official documentation of the restoration of civil rights is lost, damaged or destroyed may file a written request with a court of competent jurisdiction to restore his or her civil rights pursuant to this section. Upon verification that the person has had his or

her records sealed, the court shall issue an order restoring the person to the civil rights to vote, to hold office and to serve on a jury. A person must not be required to pay a fee to receive such an order.

4. A person who has had his or her records sealed in this State or any other state may present official documentation that the person has been restored to his or her civil rights or a court order restoring civil rights as proof that the person has been restored to the right to vote, to hold office and to serve as a juror.

(Added to NRS by [1971, 956](#); A [1981, 1105](#); [1991, 304](#); [2001, 1169, 1694](#); [2001 Special Session, 262](#); [2003, 312, 316, 319, 2687](#); [2009, 108, 420](#); [2011, 22](#); [2017, 1485, 1655, 2418, 3015](#); [2019, 1460, 2981, 4409](#), effective July 1, 2020)

Frequently Called Numbers

Eighth Judicial District Court

Records Information

Clark County Clerk's Office.....(702) 671-0500

Justice Courts

Boulder City.....(702) 455-8000

Bunkerville.....(702) 346-5711

Goodsprings.....(702) 874-1405

Henderson.....(702) 455-7951

Las Vegas.....(702) 671-3116

Laughlin.....(702) 298-4622

Mesquite.....(702) 346-5298

Moapa.....(702) 864-2333

Moapa Valley.....(702) 397-2840

North Las Vegas.....(702) 455-7801

Searchlight.....(702) 297-1252

Municipal Courts

Henderson.....(702) 267-3300

Boulder City.....(702) 293-9278

Las Vegas.....(702) 382-6878

Mesquite.....(702) 346-5291

North Las Vegas.....(702) 633-1130

Prosecuting Officials

Clark County District Attorney's Office.....(702) 671-2500

Henderson City Attorney's Office (Criminal Division).....(702) 267-1370

Boulder City Office of the City Attorney.....(702) 293-9238

Las Vegas City Attorney's Office.....(702) 229-6629

Mesquite City Attorney's Office.....(702) 346-5295

North Las Vegas City Attorney's Office.....(702) 633-1050

Nevada Criminal History Records Repository.....(775) 684-6262

**THE FOLLOWING FORMS ARE FOR EXAMPLE
PURPOSES ONLY**

The Stipulation, Petition and Order must be substantially similar to the examples attached. If the Petitioner has questions not resolved upon review of this booklet they should contact a private attorney for advice.

PETITIONER NAME
address
city, state zip
702-XXX-XXXX
APPEARING IN PROPER PERSON

**HENDERSON MUNICIPAL COURT
CLARK COUNTY, NEVADA**

In the Matter of the Application of
(Petitioner Name)
Date of Birth: __/__/____
SSN: XXX-XX-_____

Case No:
Dept No:

ORDER

Pursuant to the Petition of _____, and the Stipulation to seal records by and between Petitioner and the City Attorney for the City of Henderson, Clark County, Nevada, and the Court finding that the statutory requirements of NRS 179.245 and/or 179.255 are satisfied, and good cause appearing therefor:

IT IS HEREBY ORDERED that the following records relating to misdemeanor charges filed in the Henderson Municipal Court be sealed:

Henderson Police DR #:
Date of Arrest:
Charge:
Court Case #:
Final Disposition:
Date of Final Disposition:

Henderson Police DR #:
Date of Arrest:
Charge:
Court Case #:
Final Disposition:
Date of Final Disposition:

A copy of this Order shall be sent by petitioner to each public or private company, agency or official of the State of Nevada, including but not limited to, Henderson Police Department Records Division, and the Office of the City Attorney, Henderson, Nevada as named in the Petition, and such organization or individual shall seal the records in its custody which relate to the matters contained in this Order, shall advise the Court of its compliance, and shall then seal the Order. All proceedings recounted in the sealed records are deemed never to have occurred, and Petitioner may properly answer accordingly to any inquiry concerning the sealed arrest, conviction, or acquittal.

DATED this ____ day of _____, 20____.

MUNICIPAL COURT JUDGE

Submitted by:

(Petitioner Name)
(Petitioner Address)

Approved as to form and content:
NICHOLAS G. VASKOV
HENDERSON CITY ATTORNEY

By: _____
Assistant City Attorney
Nevada Bar # _____
243 S. Water St.
Henderson, NV 89015

PETITIONER NAME
address
city, state zip
702-XXX-XXXX
APPEARING IN PROPER PERSON

**HENDERSON MUNICIPAL COURT
CLARK COUNTY, NEVADA**

In the Matter of the Application of
(Petitioner Name)
Date of Birth: __/__/____
SSN: XXX-XX-_____

Case No:
Dept No:

PETITION TO SEAL RECORDS

COMES NOW, Petitioner, _____, pursuant to the provisions of
NRS 179.245 and/or 179.255 and respectfully represents the following. That the
Petitioner was arrested as follows:

Henderson Police DR #:
Date of Arrest:
Charge:
Court Case #:
Final Disposition:
Date of Final Disposition:

Henderson Police DR #:
Date of Arrest:
Charge:
Court Case #:
Final Disposition:
Date of Final Disposition:

That the statutory time periods have been fulfilled and that, in the period
prescribed for any convictions, (or dismissal or acquittal) the petitioner has not been
arrested, except for minor moving or standing traffic violations, and that further action
will not be brought concerning any arrests resulting in dismissal or acquittal.

WHEREFORE, Petitioner prays for an Order sealing all records of this matter which are presently in the custody of this Court, or official of the State of Nevada, including but not limited to, Nevada Criminal History Records Repository and Henderson Police Department, and Office of the City Attorney, Henderson, Nevada.

DATED this__ day of____, 20__.

Petitioner Name

SUBSCRIBED & SWORN to before me

this_____day of_____, 20__

NOTARY PUBLIC

PETITIONER NAME
address
city, state zip
702-XXX-XXXX
APPEARING IN PROPER PERSON

**HENDERSON MUNICIPAL COURT
CLARK COUNTY, NEVADA**

In the Matter of the Application of
(Petitioner Name)
Date of Birth: __/__/____
SSN: XXX-XX-_____

Case No:
Dept No:

STIPULATION TO SEAL RECORDS

IT IS HEREBY STIPULATED AND AGREED by and between _____, and the Office of the City Attorney for Henderson, Clark County, Nevada, that the records of arrest, conviction, acquittal, or dismissal, more specifically referred to in the Petition to Seal Records on file herein, be sealed pursuant to NRS 179.245 and/or NRS 179.255.

IT IS FURTHER STIPULATED AND AGREED that no hearing is necessary in this matter, and that it may be submitted to the court for a decision.

DATED this _____ day of _____, 20_____.

NICHOLAS G. VASKOV
HENDERSON CITY ATTORNEY

(Petitioner Name)
(Address)

By: _____
Assistant City Attorney
Nevada Bar # _____
243 S. Water St.
Henderson, NV 89015



**To Obtain a Copy of Nevada
Criminal History Records
(DPS-006)**

The Nevada Criminal History Repository provides personal criminal history record information for the State of Nevada *only*. We cannot provide information for other states or the Federal Bureau of Investigation (FBI). In order to obtain your State of Nevada record, or proof that one does *not* exist, please follow the instructions below.

Who may request a copy of Nevada Criminal History Record Information (or proof that a record does *not* exist).

- Only the subject of the identification record can request a copy of his or her own Nevada Criminal History Record Information.

Please follow the instruction below on how to request a copy of Nevada Criminal History Record Information (or proof that a record does *not* exist).

1. Complete the Identification File Request for Nevada Records of Criminal History Form, DPS-006 (PID) on page 3. Please note, if for a couple, family, etc., all persons must obtain their own packet and complete the DPS-006 form in its entirety.
2. Obtain proof of identity via 1 fingerprint card complete with name, date of birth (DOB), place of birth (POB), sex, race, height, weight, hair color, and eye color. Fingerprints should be placed on a standard fingerprint card FD-258. Please note that the fingerprint card must contain all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions) and your signature must be on the card. Fingerprints must be taken, dated, and signed by a certified fingerprinting technician. Only an original card will be accepted, please do not submit copies or previously processed cards.
3. Payment in the amount \$27.00 (US dollars), per applicant, is required. Payment can be made in the form of Money Order or Certified Check made out to the Nevada Department of Public Safety.
 - Money Orders and Certified Checks must be for the exact amount and signed where required.
 - No personal checks or cash will be accepted.
 - If for a couple, family, etc., please include \$27.00 (US dollars) for each applicant.

4. Please staple all of the items indicated in #1, #2 and #3 (listed above) together and return to the address indicated below:

D Department of Public Safety
Records, Communications and Compliance Division
333 West Nye Lane, Suite 100
Carson City, Nevada 89706

D *Company Name:* _____
Attention: _____
Address: _____
City, State and Zip Code: _____

**NOTE• If any of the above items are missing or incomplete, the request will be returned.*

All information required unless otherwise stated.

Type or Print legibly - unreadable documents may be returned.

Please allow approximately 45 days for processing, upon receipt by the Repository.

5. What you will receive when the process is complete:
- State Negative Record Response - a letter indicating that no State of Nevada Record was found.

or

- State Positive Record Response - a letter indicating that a State of Nevada Record was located, along with the complete content of that record.



**IDENTIFICATION FILE REQUEST FOR STATE OF NEVADA
RECORDS OF CRIMINAL HISTORY FORM (DPS-006)**

I hereby authorize the State of Nevada Criminal History Repository to disclose criminal history record information, if any, within my identification file to me or the person or entity indicated below:

Please indicate the full name, address and contact information of the individual to be searched below (to be completed by the subject of the record).

All information is REQUIRED unless otherwise stated.
Type or Print legibly. Incomplete and/or unreadable documents may be returned.

First Name: _____ Middle Name: _____

Last Name: _____

Mailing Address: _____
street *ress*

C.O., State and Zip Code

Contact Phone #: _____

Contact Email: _____

Signature of Subject of Record Search

Date of Birth

Date Signed

Please ensure mailing address is valid and accurate. **Due to the confidential nature of this response, mail cannot be forwarded.**
If a change of address is needed a new DPS-006 Form will need to be submitted.

Respond to: _____

Mailing Address: _____
Street Address

City, State and Zip Code

Please indicate reason for request: _____

To obtain a duplicate response, the request must be within 90 days from the original date processed.

The use of this form is intended to safeguard the rights of the signatory and ensure the confidentiality of the requested information against non-authorized disclosure. The fingerprint card accompanying this request will be used to verify identity. **A \$27.00 certified check or money order** made payable to the Department of Public Safety must accompany each request