

DEPARTMENT OF BUSINESS & INDUSTRY NEVADA
HOUSING DIVISION
MANUFACTURED HOUSING
1830 College Parkway Suite 200
Carson City, NV 89706
775-684-2941

Application for Initial Manufacturer License

Fee	\$2,250
Pg.3	Authorization for Release of Confidential Information
Pg. 4	Background Disclosure Statement
Pg.5	Criminal History Disclosure Form
Pg. 6	Note: Fingerprint instructions will be emailed after your application is received by the division. Questions? Email MHlicensing@housing.nv.gov
Pg. 7	Child Support Statement
Pg. 8/9	Fingerprint Background Waiver
Pg. 10	Veteran Status Verification
Pg. 11	Application for a System of Construction Approval
Provide copies of	Any similar licenses issued by other states. Send a copy for <u>each</u> state, if applicable.
Provide copies of	Certified copy of partnership agreement, articles of organization or incorporation.
Provide copies of	Certificate of Liability Insurance
Provide copies of	Financial Statement
Provide copies of	Local business license (County or city where the business is located)
Provide copies of	Prior year tax return

Required documentation continued on next page

Payment Information: Make all checks payable to Nevada Housing Division or use the credit card/eCheck payment portal under the Manufactured Housing tab. Mail items of license you are applying for to the address below.

Working without a license is unlawful and may subject you, your business, and each individual licensee to disciplinary action.

PERSONAL DATA: (Please print clearly)

Applicant's Name: _____

Title associated with the Company (owner, officer, member, etc.): _____

Home Address (Street/City/St/Zip): _____

Social Security #: _____ Date of Birth: _____ Home Phone: _____

Personal E-mail address: _____ Cell Phone: _____

COMPANY DATA: (Please print clearly)

Name: _____ County: _____

DBA- As it appears on the fictitious firm name certificate: _____

Physical Address: _____ Email: _____

Mailing Address: _____ Phone: _____

By signature below I authorize release of information to the Department of Business and Industry, Manufactured Housing Division. I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. I undertake to inform you of any changes therein, immediately. If any of the above information is found to be false, untrue, misleading or misrepresenting, I acknowledge that I may be held personally liable for it.

Signature: _____ Date: _____



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AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

1. I hereby authorize and request all law enforcement agencies, business associates, bank and lending institutions, any credit bureau, past or present employer(s), tax agencies including the IRS, to whom this request is presented, and that have information relating to or concerning me, to furnish such information to a duly authorized investigator of Manufactured Housing.
2. I hereby authorize and request all persons, to whom this request is presented, having documents relating to or concerning me, to permit a duly authorized investigator of Manufactured Housing to review and copy any such documents.
3. In regards to a brokerage firm, bank, savings and loan, credit union, credit bureau, or other financial institution, or an officer of same, I hereby authorize and request that a duly authorized investigator of Manufactured Housing be permitted to review and obtain copies of any and all documents, records or correspondence pertaining to me, including but not limited to past loan information, notes cosigned by me, checking account records, trust account records, passbook records, credit records and general ledger folio sheets.
4. I understand that I am seeking the granting of a privileged license and acknowledge that the burden of proving my qualifications for a favorable determination is at all times on me. I accept any risk of financial loss which may result from action of Manufactured Housing with respect to this application.
5. I do, for myself, my heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the person to whom this request is presented, and his agents and employees, known or unknown, in law or equity which I ever had, now have, may have or claim to have against the person to whom this request is presented, or his agents or employees, arising out of or by reason of releasing the information set forth in paragraphs 1 and 3 above.

I declare that I will faithfully comply with all the statues and regulations of the State of Nevada pertaining to the conduct of the Department of Business and Industry, Manufactured Housing Division.

Signature of Applicant: _____

State of _____ County of _____

Subscribed and sworn to before me, _____ the undersigned Notary Public,
Name of Notary Public

this _____ day of _____, 20____ by _____
Name of person whose signature is being notarized

 Signature of Notary Public



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BACKGROUND DISCLOSURE STATEMENT

Please read carefully: If you misrepresent or omit any information, your application may be denied.

CRIMINAL BACKGROUND - The information you provide will be compared to the criminal history reports we receive from the Nevada DPS Criminal History Repository and the Federal Bureau of Investigation. Having been convicted of a crime does not automatically mean your application will be denied. When reviewing prior criminal convictions, the Division considers the seriousness of the crime, the date of the conviction, and any evidence of rehabilitation the applicant submits. If you are not certain of your criminal history, we recommend that you contact the FBI and the Nevada Department of Public Safety to confirm your criminal history before responding.

FBI: <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks/submitting-an-identity-history-summary-request-to-the-fbi>

DPS: http://gsd.nv.gov/uploadedFiles/gsdnv.gov/content/Home/Features/DPS_006_Form112015.pdf

If you answer "Yes" to questions 1 or 2, you **must** submit the attached Criminal History Disclosure Form for each conviction.

YES NO

1. Have you **ever** been **convicted** of a misdemeanor, gross misdemeanor, or felony?
2. Have you **ever** been **convicted** of fraud, forgery, embezzlement, obtaining money under false pretenses, larceny, extortion, conspiracy to defraud or any crime involving moral turpitude, or violence against another person?

BUSINESS – If you answer "Yes," to either of the questions below, please provide a copy of the administrative order or explanation of the license suspension, revocation or denial.

3. Have you or any business in which you are or were an owner, partner, officer or director ever been involved in an administrative proceeding regarding any professional occupational license?
4. Has any license issued to you or any partnership or corporation of which you were a member or officer by any public authority been suspended, revoked, or denied?

BANKRUPTCY - If "Yes," please provide a copy of the Bankruptcy Discharge document.

5. Have you ever filed bankruptcy or has a bankruptcy been filed against you in the last 7 years?

CITIZEN – If you answer "No," to the question below, please provide proof of eligibility to work in the United States. Copies of Department of Immigration and Naturalization documents are accepted.

6. Are you a citizen of the United States of America?

Signature of Applicant: _____

State of _____ County of _____

Subscribed and sworn to before me, _____ the undersigned Notary Public,
(Name of Notary Public)

this _____ day of _____, 20____ by _____.
(Name of person whose signature is being notarized)

(Signature of Notary Public)



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CHILD SUPPORT STATEMENT

NRS 489.342 Payment of child support: Statement by applicant for license; grounds for denial of license; duty of Division. [Effective until the date of the repeal of the federal law requiring each state to establish procedures for withholding, suspending and restricting the professional, occupational and recreational licenses for child support arrearages and for noncompliance with certain processes relating to paternity or child support proceedings.]

1. A natural person who applies for the issuance or renewal of a manufacturer's, dealer's, distributor's, general serviceperson's, specialty serviceperson's, salesperson's or responsible managing employee's license shall submit to the Division the statement prescribed by the Division of Welfare and Supportive Services of the Department of Health and Human Services pursuant to [NRS 425.520](#). The statement must be completed and signed by the applicant.

2. The Division shall include the statement required pursuant to subsection 1 in:

- (a) The application or any other forms that must be submitted for the issuance or renewal of the license; or
- (b) A separate form prescribed by the Division.

3. A manufacturer's, dealer's, distributor's, general serviceperson's, specialty serviceperson's, salesperson's or responsible managing employee's license may not be issued or renewed by the Division if the applicant is a natural person who:

(a) Fails to submit the statement required pursuant to subsection 1; or

(b) Indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

4. If an applicant indicates on the statement submitted pursuant to subsection 1 that the applicant is subject to a court order for the support of a child and is not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order, the Division shall advise the applicant to contact the district attorney or other public agency enforcing the order to determine the actions that the applicant may take to satisfy the arrearage.

Please mark the appropriate statement. Failure to mark one of the three will result in denial of the application.

_____ I am not subject to a court order for the support of a child.

_____ I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or

_____ I am subject to a court order for the support of one or more children and am not in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

 Print Name

 Signature of Applicant

 Date



Nevada Department of
Public Safety
 Fingerprint Background Waiver

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5 United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

1. You must be notified by _____ (*name of requesting agency*) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.
2. Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.
3. Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicate on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.
4. Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to employing, governmental or authorized non-governmental agencies responsible for employment, contacting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.
5. If you have criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record as set forth at, 28 CFR 16.34 provides for the proper procedure to do so.

Applicant:

Initial *Date*

6. If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at: <http://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
7. If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from the agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency (See 28 CFR 16.30 through 16.34).
8. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
9. I hereby authorize _____ (*name of requesting agency*), to submit a set of my fingerprints to the Nevada Department of Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.
10. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions, or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile, or similar process, shall for all purposes be valid as the original.

In consideration for processing my application I, the undersigned, whose name, and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name: _____
 PLEASE PRINT Last Name First Name Middle

Applicant's Signature: _____

Date: _____

Agency Account #: _____

Agency Representative: _____
 PLEASE PRINT Last Name First Name Middle

Agency Representative Signature: _____

Date: _____



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Veteran Status Verification

YES NO

1. Have you ever served on active duty in the Armed Forces of the United States?
 - If you answered "Yes" to the question above, were you separated from such service under conditions other than honorable?

2. Have you ever been assigned to duty for a minimum of 6 continuous years in the National Guard or a reserve component of the Armed Forces of the United States?
 - If you answered "Yes" to the question above, were you separated from such service under conditions other than honorable?

3. Have you ever served the Commissioned Corps of the United States Public Health Service or the Commissioned Corps of the National Oceanic and Atmospheric Administration of the United States in the capacity of a commissioned officer while on active duty in defense of the United States?
 - If you answered "Yes" to the question above, were you separated from such service under conditions other than honorable?



Application for a System of Construction Approval

Pursuant to Nevada Administrative Code 461, the following items must be submitted to complete the licensing process for a Manufacturer.

1.	<u>Mail</u> this application along with the fee of \$500 to the address above made payable to Nevada Housing Division.	NAC 461.100 (1) NAC 461.210 (1)
2.	<u>Email</u> an electronic copy of the manual for assurance of quality to: permits@housing.nv.gov. The QC Manual must include: <ul style="list-style-type: none"> • The name of the owner or responsible employee • The name of the inspector who will control quality • The name of the supervisor of production • List of the procedures to be used for inspections, tests, control of quality and keeping of records. 	NAC 461.100 (3)
3.	<u>Initial Plant Inspection</u> to be scheduled by the Division and must accompany a fee of \$750.00. *Additional Time and Travel expenses may apply*	NAC 461.300 (1) NAC 461.210
4.	<u>Email</u> an electronic copy of the contract between the Third Party Review Agency and your manufacturing plant to: permits@housing.nv.gov.	NAC 461.115

THIRD PARTY REVIEW AGENCY:

Company Name: _____ Contact Name: _____

Address: (This is where the insignias will be sent). _____

Phone: _____ Email: _____

MANUFACTURER:

Company Name: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

(Signature of the Manufacture's license applicant)