

Nevada
Secretary of
State



Document Preparation Services

What is Doc Prep?

- A person who provides assistance in filling out legal forms and submitting those to an administrative agency for paid customers
- Required to be registered with the Secretary of State's Office

You must register as a Document Preparation Provider if you prepare:

01

Income Tax Forms, DMV Documents,

02

Immigration Documents,

03

Bankruptcy Petitions, Divorce Petitions,

04

Or hold yourself out as a person who provides such services.



APPLY TODAY!

docprep@sos.nv.gov
www.nvsos.gov

More Information

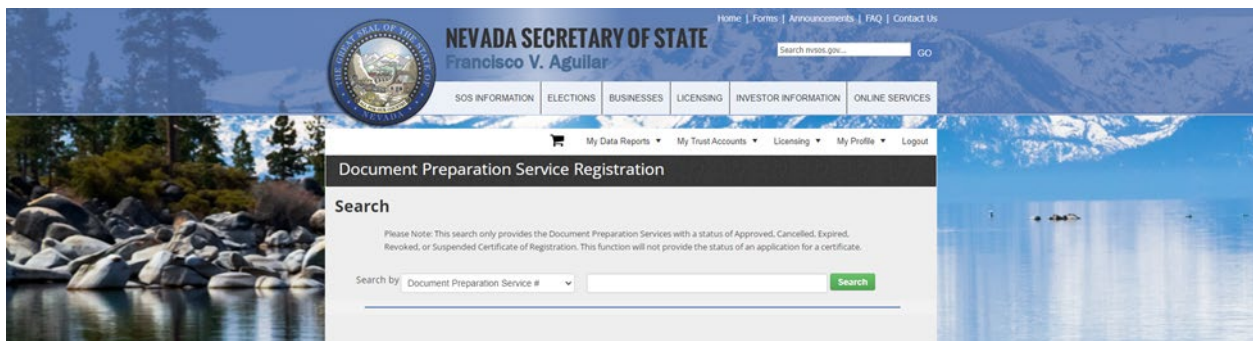
Phone: (702) 486-2614

WHAT CONSUMERS CAN EXPECT

Chapter 240A of the Nevada Revised Statutes and Nevada Administrative Code protects consumers from individuals who would take advantage of customers or clients who need assistance with obtaining, transcribing or translating documents to be filed with a court or administrative agency. NRS240A provides consumers that utilize document preparation services protections such as:

- ❑ **EVIDENCE** that a Document Preparation Service is registered in the State of Nevada
- ❑ Public posted **NOTICES** including Certificate of Registration, Business License and Disclosure Notices.
- ❑ **SURETY BOND** that a Registrant must carry to indemnify a client who has suffered damage as a result of an act or omission of the Registrant, or for fraud, dishonesty, negligence or other wrongful conduct of the Registrant, or wrongful failure or refusal by the Registrant to provide services in accordance with the contract.
- ❑ **DISCLOSURE** of specific information such as that the person serving as a document preparation service, *** **“I AM NOT AN ATTORNEY IN THE STATE OF NEVADA. I AM NOT AUTHORIZED TO GIVE LEGAL ADVICE OR LEGAL REPRESENTATION. I MAY NOT ACCEPT FEES FOR GIVING LEGAL ADVICE OR LEGAL REPRESENTATION.”** ***
- ❑ A written **CONTRACT** in English and if different, the language in which the document preparation service transacts business with the client for the services to be provided. The Contract covers all of the previously mentioned including the explanation of the fees to be charged for services, a receipt for payment and a complaint process for violations.
- ❑ **A PUBLIC SEARCH FUNCTION** available on the Secretary of State’s website, www.nvsos.gov, to verify that a document preparation service is registered with the State of Nevada.

<https://www.nvsos.gov/SOSDocumentPrep/AnonymousAccess/Search.aspx>



- ❑ A document preparation service **cannot provide advice**, explanation, opinion or recommendation to a client about possible legal rights, remedies, defenses, options or the selection of documents or strategies.
- ❑ A document preparation service **cannot negotiate** with another person concerning the rights and responsibilities of a client or communicate the position of a client to another person.
- ❑ A document preparation service **cannot appear** on behalf of a client in a court proceeding or other adjudicative proceeding.
- ❑ A document preparation service **is not a licensed attorney** and cannot practice law.

<https://www.nvsos.gov/sos/licensing/document-preparation-services/complaint-filing-process>