

## New Application/Reapplication Process

### Useful Checklist to use for Document Preparation Services Application

Apply/Reapply

[WWW.NVSOS.GOV](http://WWW.NVSOS.GOV)

Pay non-refundable

\$100 fee

#### **Fingerprint Process**

for Investigation of History of Applicant

1. Select an approved FP site from <https://rccd.nv.gov/FeesForms/Fingerprints/>
2. Complete and Print [Fingerprint Request Form](#) and [Fingerprint Background Waiver](#) Bring both forms to FP site
3. Mail or drop off signed FP request form and FP background waiver form to 2250 N. Las Vegas Blvd Suite 400 North Las Vegas, NV 89030

6-8 weeks process

#### **Bond Requirements**

1. Purchase a Surety Bond or Cash Bond
2. Bond must be in the correct mandatory template depending on the way you hold your business ex: NT7 Sole Proprietor individual \$25,000 or Business Entity 1 registrant \$25,000 or 2-25 applicants \$50,000
3. Submit **Original Sealed Bond** - Mail or drop off to 2250 N. Las Vegas Blvd Suite 400 North Las Vegas, NV 89030

1-2 weeks process

#### **Application Approved**

Document Preparation Certificate will be printed and mailed to the mailing address on application

- ☐ Create account and submit application [www.nvsos.gov](http://www.nvsos.gov)
- ☐ Print & Sign FP request from & Fingerprint background waiver take to Fingerprint location – mail or email to NV Secretary of State Office with FP technician's signature
- ☐ Email will be sent to applicant once we get fingerprints results back  
Start shopping for Surety Bond if you don't have one
- ☐ Original Surety Bond need to be mailed or dropped off (must have raised seal and signed by agent and applicant)
- ☐ Application will be approved, and Certificate will be mailed to applicants mailing address

## Renewal Process

**Amount of Bond & Format depends how you hold your business license and how many registrant are under that business license**

### Apply for Renewal

[WWW.NVSOS.GOV](http://WWW.NVSOS.GOV)

Pay non-refundable  
\$50 fee

### Provide this office with proof of an active bond:

- 1) If a NEW bond has been purchased for the upcoming year, send the **ORIGINAL SEALED** signed surety bond to 2250 Las Vegas Blvd North Suite 400 North Las Vegas, NV 89030
- 2) If continuing with the required surety bond currently on file, provide:
  - Continuation Certificate or
  - Paid receipt showing a zero balance due and referencing your bond number and expiration/term dateEmail to [docprep@sos.nv.gov](mailto:docprep@sos.nv.gov)

1-2 weeks process

### Renewal Approved

Document Preparation Certificate will be printed and mailed to the mailing address on application

### Minimum Penal Sum Business Entity Bond Requirements

The number of registrants employed by a business entity to perform document preparation services is the greatest number of registrants who will perform document preparation services for the business entity at any time during the year, including, without limitation, on a temporary or seasonal basis.

- If the business entity employs 1 registrant to perform document preparation services, \$25,000; If a business entity employs only one registrant to perform document preparation services, the registrant must be named as principal in the bond filed.
- If the business entity employs at least 2 but not more than 25 registrants to perform document preparation services, \$50,000;
- If the business entity employs at least 26 but not more than 75 registrants to perform document preparation services, \$75,000;
- If the business entity employs at least 76 but not more than 125 registrants to perform document preparation services, \$100,000;
- If the business entity employs at least 126 but not more than 200 registrants to perform document preparation services, \$150,000; and
- If the business entity employs more than 200 registrants to perform document preparation services, \$200,000.

### Surety Bond Language

The Nevada Attorney General's office has approved templates for a surety bond issued to an individual and to a business entity. Use of one of the appropriate templates is mandatory.

- **Individual \$25,000 Surety Bond - Nevada Business License Sole Proprietor use only.** Individual is to be named as principal and must include any fictitious name under which the business owner is conducting or advertising document preparation services.

Per NRS 240A.015 , A **"Business entity"** means a corporation, association, partnership, limited-liability company, limited-liability partnership or other entity organized and existing under the laws of this State.

- [Business Entity \\$25,000 Bond for 1 Registrant](#)
- [Business Entity \\$50,000 Bond for at least 2 but not more than 25 Registrants](#)
- [Business Entity \\$75,000 Bond for at least 26 but not more than 75 Registrants](#)
- [Business Entity \\$100,000 Bond for at least 76 but not more than 125 Registrants](#)
- [Business Entity \\$150,000 Bond for at least 126 but not more than 200 Registrants](#)
- [Business Entity \\$200,000 Bond for more than 200 Registrants](#)