

## REPORT OF EXISTENCE OF NEVADA BUSINESS LICENSE

Pursuant to NRS xxx.xxx\*\*

All applicants MUST complete this section. Please select ONE option.

I have a Nevada business license number assigned by the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76.

My Nevada business license number is: \_\_\_\_\_

I have applied for a Nevada business license with the Nevada Secretary of State upon compliance with the provisions of NRS Chapter 76 and my application is pending.

I do NOT have a Nevada business license number.

The *[insert name of your licensing agency]* is not the arbiter of determining whether the applicant needs a business license. Information about the Nevada business license can be found on the Secretary of State's website at: <http://nvsos.gov/index.aspx?page=267> or by calling (775) 684-5708.

**\*\* Each licensing agency will insert its own applicable NRS section for reference. See the Licensing Agency Chart to determine the NRS section number.**

## INSTRUCTIONS FOR USING THE BUSINESS LICENSE QUESTION TEMPLATE

To assist licensing agencies with the new requirement to ask licensees whether they have a Nevada business license, the Controller's Office created the question template on the previous page and the licensing agency chart (see separate link) that cites the NRS section applicable to each licensing agency.

Step by Step Instructions:

1. On the licensing agency chart, locate your agency and find the applicable NRS section for your agency and the particular license in column two. Please note that some agencies may have more than one applicable NRS section depending on the type of license.
2. Insert the applicable NRS section at the top of the question template for the particular license to indicate the statutory authority to request the business license information.
3. Insert the name of your licensing agency in the disclaimer section that references the Secretary of State.
4. Remove the instruction note at the bottom.

For example, section 7.1 of Senate Bill 21 was codified as NRS 1.570 which relates to court interpreters. The Court Administrator is the licensing agency and is listed on page one of the licensing agency chart. From the chart, you can see the applicable NRS section for the Court Administrator is NRS 1.570 and this citation should be inserted on the business license question template for court interpreters. The Court Administrator should also insert its agency name in the blank provided on the template.