



Program Overview

Criminal Background Checks

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What is the Civil Name Check Program?

The Civil Name Check Program is a joint effort between the Department of Public Safety General Services Division and the Las Vegas Metropolitan Police Department. This program is designed to serve as a utility for authorized participant to conduct criminal history background checks utilizing in-house computers networked to this specialized program. This enables the authorized participant to receive a comprehensive report pertaining to regional and statewide criminal history information for all potential employees, prospective employees, volunteers and or prospective volunteers.

The CNC program provides information to the authorized participant by conducting a search based on personal identifying information such as name, date of birth and social security number.

Where does this information come from?

The CNC program obtains information utilizing the same databases as Law Enforcement.

- **NCIC** - National Crime Information Center. NCIC is a database maintained by the Federal Bureau of Investigations. It is used to determine whether the subject of a background check is a missing or wanted person. Information provided by NCIC contains national information from all 50 states.
 - Supervised Release;
 - National Sex Offender Registry
 - Foreign Fugitive
 - Immigration Violator
 - Missing Person
 - Protection Order
 - Protective Interest
 - Gang
 - Appropriately Suspected Terrorist
 - Wanted Person
 - Violent Person

- **NCJIS** - Nevada Criminal Justice Information System. NCJIS is a database administered by the Nevada Department of Public Safety General Services Division. NCJIS is the primary link to the State's Criminal History Records Repository. It contains statewide information on wanted persons having felony, gross misdemeanor and misdemeanor warrants, and criminal history record

information submitted by Nevada law enforcement and criminal justice agencies throughout the State.

- Nevada Criminal History
 - Nevada Wanted Person
 - Dangerous Offenders Notification System
 - Protection Orders
 - Nevada Warrants
 - Nevada Local Sex Offender
- **SCOPE II-** Shared Computer Operations for Protection and Enforcement. SCOPE II is a database administered by the Las Vegas Metropolitan Police Department. It contains criminal history records and limited work card information submitted by law enforcement within Clark County. The CNC program is authorized to release information entered solely by the LVMPD.
- Notifications
 - AKA
 - Moniker
 - DOB (additional)
 - Warrant
 - Convicted Person
 - Probation
 - Criminal History
 - Work Card / Business License

How does the Civil Name Check work?

The CNC response is automatically returned to the authorized participant if no record exists. Any response with a possible match is carefully reviewed by CNC staff prior to releasing the information to the authorized recipient. CNC strives to return information the same day as requested, however, occasionally responses may be delayed up to 3 business days.

If an authorized participant need to learn more information regarding a case, charge or incomplete record, the operator may request "Research" from the CNC staff. Research requests may be submitted up to fifteen (15) business days from the date of the initial CNC background inquiry submission, per policy CNC staff are required to respond to research request within 7 business days.

Information will be disseminated in accordance to provisions authorized by Nevada

Revised Statue Chapter 179A, policies and procedures of Nevada Criminal Justice Information Center (NCJIS) and the Las Vegas Metropolitan Police Department. This program does not replace a fingerprint background check if required by statue.

How do I get the Civil Name Check Program?

Signing up for CNC is simple, just follow these steps.

1. Complete the application
2. Designate a computer/workstation
3. Assign a CNC contact person (fingerprint background check required)
4. Computer set up and training by a CNC staff member.

The information returned to the user is not guaranteed to be an exact match to their subject. The only way to obtain an exact match is through a fingerprint comparison which is not available through the CNC program.

Nevada Revised Statue 179A.100 allows for the release of the following information without restriction (no waiver required): records of conviction, information pertaining to an incident for which the subject is currently within the system of criminal justice, and parole or probation status. However, an authorized participant who receives written consent (a waiver) from the subject of record to access their criminal history may receive the above information as well as records of arrests for which a court disposition has not yet been recorded within the database. In order to access the Civil Name Check Program, a signed waiver is required for each inquiry, or a form that complies with the provisions of 15 U.S.C. § 1681b (b) 2, for the procurement of a consumer report, will be accepted as authorization to release the criminal history information