

## Benefits of using the CNC Program:

- **Background checks typically returned within same day** - *Helping streamline and speed up your background investigation process.*
- **The most up-to-date information available** - *Information you receive comes directly from records submitted by law enforcement and court agencies.*
- **Databases checked by this system are usually only available to law enforcement** - *Many private background check services only obtain information from public web sites. The CNC system accesses databases unavailable to other background check services.*
- **Research capability** - *When requested, CNC program staff will obtain the status of reported arrests lacking a final disposition. There is no additional charge for this service.*
- **Program support by CNC personnel** - *CNC software support and initial training is provided for no additional cost.*

## How do you gain access?

The CNC program is available to any authorized participants that conduct background checks on their employees, prospective employees, volunteers or prospective volunteers. To gain access to this valuable resource follow these easy steps:

- Visit our website; download, complete and mail the Civil Name Check account request form. [www.gsd.nv.gov/civilnamecheck.shtml](http://www.gsd.nv.gov/civilnamecheck.shtml)
- A new agency packet will be sent to you explaining the details of the program and hardware requirements.
- Your account will be set up.
- Information on installing the software will be forwarded to you. DPS will assist **your IT specialists** with installation of the software, if necessary.

## The Civil Name Check Program will enhance your background screening program.

For more information, please contact  
Dina Hamilton @  
(702) 486-0654

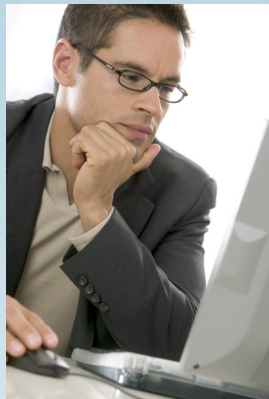
Nevada Department of Public Safety  
General Services Division  
NCJIS Compliance Unit  
215 E. Bonanza Rd.  
Las Vegas, Nevada 89101  
Phone: 702-486-0654  
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## Name Based Criminal History Background Checks



## What is the Civil Name Check Program?



The Civil Name Check (CNC) Program enables authorized participants to receive comprehensive statewide criminal history record information, warrants, parole and probation status and work card information for employees, prospective employees, volunteers or prospective volunteers pursuant to NRS Chapter 179A.

### Do you really know everything you can about your applicants?

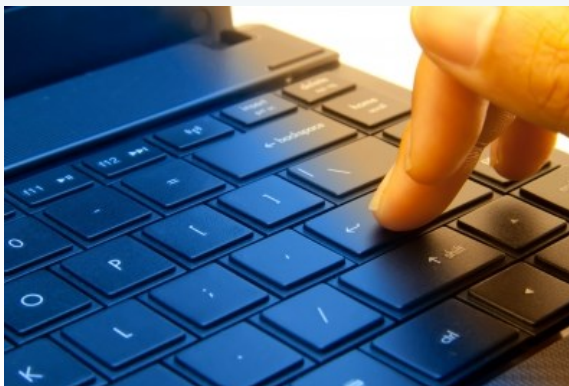
The CNC program is a utility for authorized participants, pursuant to NRS chapter 179A, to conduct criminal history background checks utilizing in-house computers networked to this specialized program. ***The files searched by the CNC program are the same databases utilized by law enforcement.*** The information contained in this system is updated immediately when information is added by the criminal justice community. ***Only the State of Nevada Criminal History Records Repository can provide an official State of Nevada Criminal History Record. Authorized participants can only obtain this information by using the CNC Program.***

### Databases Checked

The Civil Name Check (CNC) Program checks the following state and national criminal databases:

- **National Crime Information Center (NCIC)** - FBI maintained computer system that checks for warrants and missing persons reports entered by law enforcement agencies across the United States and internationally by INTERPOL.

- **State of Nevada Identity History Summary** Arrests as well as conviction information are reported to the Criminal History Repository. Arrest information is added to the identity history summary sheet as soon as the person is fingerprinted by the arresting agency. The CNC system makes this information available to the authorized participants to help make an informed hiring decision. ***No other background check system has as complete or accurate information as the State of Nevada Criminal History Repository.***
- **Nevada State Parole and Probation** - When a subject has been released from prison, or has been granted State supervised probation, the details of the parole/probation record including conditions, terms and length of probation will be made available to the potential employer.
- **Nevada Sex Offender Information** - When an applicant's information is inquired in the CNC System, you will be notified if a possible match exists in the Nevada Sex Offender Registry.
- **Nevada State Warrants** - Any warrant entered into the state computer system by law enforcement will be provided to the authorized participant. ***No other background check system provides this service.***
- **Shared Computer Operations for Protection and**



The Civil Name Check program provides the same criminal history information law enforcement receives.

**Enforcement (S.C.O.P.E.II)** - Database maintained by the Las Vegas Metropolitan Police Department (LVMPD). This system contains arrest information from LVMPD as well as non-arrest law enforcement contacts and work cards issued by LVMPD.

### How Does it Work?

Utilizing the authorized participant's networked computer, the authorized participants makes an inquiry against this system via the Nevada Criminal Justice Information System (NCJIS) interface. Databases are searched based on the name, date of birth and social security number provided. A response will be returned to the authorized participant within minutes if only work card information or no records exists.

All possible matching criminal history records, including misdemeanor and felony warrant information, are reviewed by Civil Name Check staff prior to releasing the information to the authorized participants to ensure the information is within dissemination policy and State law. All of these services are provided to the employer for the very low price of \$20 per background check.

**Your customers and company  
deserve to know they can trust the  
people you are hiring.  
Find out what your applicants  
don't want you to know.**

