



NEVADA STATE BOARD OF MASSAGE THERAPY POLICY AND PROCEDURE

Subject: Criminal History Reports	Policy No. 11.3.1	
	Issued By: Board	Distribution: Nevada State Board of Massage Therapy Members and Employees
	Amends/Supersedes	
Reference(s):		Effective Date: 10/22/2025

I. PURPOSE

To protect the public, the Nevada State Board of Massage Therapy (NSBMT) shall establish the policy and procedures regarding required background checks for purposes of licensure as well as the maintenance of Criminal History Record Information (CHRI).

II. POLICY

It is the policy of the NSMBT to enforce federal and state laws and regulations regarding fingerprinting of applicants, receiving background check reports, and storing CHRI as set forth in (**NRS 640C.426, 640C.580, 640C.600, 640C.620**) and in accordance with the FBI Criminal Justice Information Services (CJIS) Security Policy as well as the Nevada Department of Public Safety's Criminal Justice Information Policies. These policies and procedures promote uniformity and are consistent with NSMBT's mission to protect the public.

III. SCOPE

This policy applies to the employee/s designated as the contact point to the Records Communication and Compliance Division (RCCD) and any personnel designated by the point of contact under the authorized personnel list.

IV. TRAINING

Any employee who is to be designated as a Point of Contact or Authorized Personnel must complete training that meets the current requirements of the DPS Nevada Criminal Justice Information Policies and the FBI Criminal Justice Information Services (CJIS) Security Policy.

V. RESPONSIBILITY

1. Point of contact:

- Serves as the contact point to Records Communication and Compliance Division (RCCD).
- Maintains a list of Authorized Personnel that touch, review, store, disseminate and

- destroys the Criminal History Record Information (CHRI).
 - c. Makes sure Authorized Personnel have completed the CHRI training, which includes the Security and Privacy Training and NV DPS Noncriminal Justice Agency Training.
- 2. Authorized Personnel:
 - a. Follow the direction of the Point of Contact.
- B. The Executive Director shall be responsible for:
 - 1. Providing assistance to supervisors and employees in the interpretation and explanation of this policy.
 - 2. Assisting management in determining action to be taken if an employee violates this policy.

VI. PROCEDURES

- 1. Fingerprint submissions will be processed as follows:
 - a. Agency account number, ORI, and RFP as well any fingerprinting instructions and locations can be found on the Fingerprinting Form provided by the NSBMT.
 - b. The Fingerprint Background Waiver and Notice of Noncriminal Justice Applicant's rights are to be filled out by all applicants when submitting the Application Request Form.
 - c. Applicants will receive a fingerprinting voucher following the completion of the Application Request.
 - d. In-State Applicants may complete their fingerprinting either digitally (LiveScan) or physically (rolled on an FD-258 card).
 - e. Out-of-State Applicant must complete physical (rolled on an FD-258 card) fingerprinting.
 - f. Physical fingerprint cards must be mailed to the NSBMT.
 - g. Completed physical fingerprint cards will be forwarded to DPS for processing by the Point of Contact or Authorized Personnel.
 - h. Incomplete or improperly completed physical fingerprint cards will be mailed back to applicant by Point of Contact or Authorized Personnel.
 - i. Completed background check reports will be received by the Point of Contact online through the Nevada Criminal and Civil Information System (NCCIS).
 - j. Reports with positive results will be forwarded to the Executive Director for review and possible action by the NSBMT.
- 2. CHRI will be handled as follows.
 - a. CHRI may only be handled by the Point of Contact or any designated Authorized Personnel.
 - b. CHRI is only to be used for the purpose for which it was intended.
 - c. A Dissemination Log is to be kept when CHRI is disseminated.
- 3. CHRI will be stored as follows.
 - a. When not in review or otherwise being used CHRI is to be locked inside the desk of the point of contact in accordance with the FBI Criminal Justice Information Services (CJIS) Security Policy and the Nevada Department of Public Safety's Criminal Justice Information Policies.
- 4. CHRI will be destroyed once the review has been completed as follows.

- a. Physical copies of CHRI are to be destroyed by the NSBMT Point of Contact or Authorized personnel via shredding.
- b. Electronic copies of CHRI stored outside of the NCCIS system will be securely deleted.

VII. POLICY EXCEPTION

On occasion there are special circumstances that may require an exception to this policy be granted. Exceptions, while not common, require the approval of the Executive Director.

VIII. POLICY COMMUNICATION

All supervisors and managers of the NSBMT will provide their employees with a copy of this policy. Employees needing clarification should contact the Executive Director for assistance.

This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with federal regulations and State law.