



CHECKLIST/INSTRUCTIONS - KEY EMPLOYEE

DEFINITION:

LVMC 6.50: KEY EMPLOYEE

An employee designated by a business licensee to oversee the operations of the business in the absence of the licensee.

NOTE: If you have been found suitable as a key employee in Clark County within the last two (2) years, please submit your approval from Clark County. You will **NOT** need to go through an additional background check with the City of Las Vegas.

The following license types will be required to designate and have approved by the Director a "Key Employee," if the licensee is unable to provide on-site supervision during at least 1/3 of the business operating hours. (**NOTE:** Some businesses may be required to have a key employee available during every shift.)

- Auction Business
- Burglar Alarm
- Escort Bureau
- Liquor Licenses
- Locksmith
- Martial Arts
- Outcall Entertainment
- Pawnbroker
- Secondhand Dealer
- Smoke Shop
- Teenage Dance Hall
- Wedding Chapel

The following license types require a key employee during all business hours if the owner will not be on site:

- Massage Establishment
- Massage Establishment (accessory)
- Reflexology Establishment

REQUIRED DOCUMENTS:

- Letter from owner or corporate office identifying you as the key employee/manager; letter must also state who you will be replacing and the status of the person you replaced.
- [Personal History Form](#) (Form #PL125) **OR**
 - Legible photocopy with original signature of Gaming Control Board (GCB) Personal History record
 - Application for a Nevada Gaming license -State Form 1
- Certified copy of Birth Certificate **OR**
 - Copy of Permanent Resident Card
 - Naturalization Certificate
 - Employment Authorization Card
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 30 days old**)
- Driver's License or State-issued Identification Card
- Work Card, if applicable
- Health Card, if applicable
- Alcohol Awareness Card, if applicable

- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Massage Establishment Handout Manager-Key Requirements](#) (Form #PL047), if applicable
- [Reflexology Establishment Handout Manager-Key Requirements](#) (Form #PL045), if applicable

FEES: (All fees are non-refundable)

- CLV Processing Fee: \$100.00
- LVMPD Suitability Fee: \$150.00 per person being investigated
- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

NOTE: The Las Vegas Metropolitan Police Department will make arrangements with the applicants that require fingerprinting after their application is referred to them. You will be advised of any additional fees by LVMPD.

***** IMPORTANT *****

Applications are taken by appointment only, Monday through Thursday.
Call **(702) 229-1840** for appointment.

**If you are more than 15 minutes late, your appointment will be cancelled.
Incomplete applications will not be accepted and your appointment will be cancelled.
You will need to call back to reschedule.**

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Letter of Appointment
- Personal History Questionnaire, OR;
- Legible photocopy with original signature of Gaming Control Board (GCB) Personal History record
- Application for a Nevada Gaming license - State Form 1
- Authorization to Release Information
- Work Card - Fingerprint Referral
- Certified copy of Birth Certificate, OR:
Copy of Permanent Resident Card; Naturalization Certificate; Employment Authorization Card
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Driver's License or State-issued Identification Card
- Work Card, if applicable
- Health Card, if applicable
- Personal Bank Statements, if applicable
- Responsible Party Acknowledgement Notice
- Manager/Key Employee Requirements, Non-Alcohol licenses, if applicable
- Massage Establishment Handout Manager-Key Requirements, if applicable
- Reflexology Establishment Handout Manager-Key Requirements, if applicable

**If we make any copies, you will be charged \$1.00 per page.
Notary services are also offered in our office for a fee.**