



CITY OF LAS VEGAS
 DEPARTMENT OF COMMUNITY DEVELOPMENT
 BUSINESS LICENSING DIVISION
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 Las Vegas, NV 89101

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 For questions e-mail us at license@lasvegasnevada.gov
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CHECKLIST - KEY EMPLOYEE

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 current key employees of the establishment
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Personal History Form](#) (Form #PL125)
- Copy of Birth Certificate **OR**
- Copy of Permanent Resident Card Naturalization Certificate Employment Authorization Card
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 30 days old**)
- Copy of Driver's License or State-issued Identification Card
- Copy of Work Card, if applicable
- Copy of Health Card, if applicable
- Copy of Alcohol Awareness Card, if applicable

FEES: (All fees are non-refundable)

- CLV Processing Fee: \$100.00
- LVMPD Background Check Fee: \$150.00

NOTE:

- Documents will need to be submitted by appointment only. DO NOT e-mail this packet or any portion of this packet unless directed so by a License Technician.

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. Some businesses may be required to have a key employee available during every shift.

- Auction Business • Electronic Security Systems • Escort Bureau • Marijuana Establishments
- 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