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STATE OF NEVADA



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Commissioner

DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA TRANSPORTATION AUTHORITY

September 21, 2023

To All Passenger Transportation Carrier(s):

Re: Updated Driver Permit Application and Driver Permit Revision Application Instructions

Dear Carrier,

Previously, at a NTA General Session meeting, the Authority decided that a NTA driver permit is valid for 3 years and the permit can be updated within that time without being subject to additional fingerprint background checks. This would **only** apply if a driver currently has an active valid NTA driver permit on file with the Authority, has been subject to fingerprinting pursuant to NRS 706.462(2)(a) and is now applying for a permit with another certificated carrier.

On July 26, 2023, a letter was sent to all Passenger Transportation Carriers regarding the changes made after the NTA Agenda meeting. Subsequent to that letter, it has been determined that two further revisions should be made.

From September 21, 2023 going forward copies of (1) the 3-year Driving History Report issued within the prior 30 days, and (2) a Current Passport Photo will no longer be required to be submitted with the "Driver Revision" or the "Driver Permit" Applications.

An additional update, from July 26, 2023, establishes the following:

A driver may have up to four (4) CPCNs listed as the current employer IF ALL of the CPCNs are related to the same certificated carrier. Otherwise, a driver is limited to being employed by three (3) unrelated certificated carriers.

Authorized persons for the certificated carrier may request new copies of the driver permit applications by emailing NTA@nta.nv.gov.

If you have any questions or concerns, you can contact any NTA Compliance Investigator for clarification at 702-486-3303.

Sincerely,

A handwritten signature in blue ink that reads "D Main".

Desiree Main

Interim Chief Compliance Audit Investigator



DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA TRANSPORTATION AUTHORITY

Driver Permit Application Checklist

These documents must be provided to the Nevada Transportation Authority (NTA) to obtain or renew a driver's permit.

STEP 1: Complete items 1-5. Bring completed items to one of the NTA offices listed below:

1. DRIVER PERMIT APPLICATION
 - Type or print legibly all portions of this application.
 - All of the application must be filled in. Write "N/A" for items not applicable.
 - Incomplete applications will not be accepted and will be returned to you.
 - Must submit signed original.
2. PROOF OF EMPLOYMENT
 - Employer's Verification of Employment form **must be completed by a representative of the Certificated Carrier**. Incomplete forms will **NOT** be accepted and will require you to return to your employer for completion.
 - **NOTE:** If you work for more than one unrelated certificated carrier, you must obtain a proof of employment form from each employer.
3. FINGERPRINT BACKGROUND WAIVER:
 - Must be filled out completely.
 - Must submit signed original.
4. COPY OF VALID DRIVERS LICENSE
 - Must be a clear copy, with the information and picture readable.
 - Must have current address for applicant.

STEP 2: An NTA representative will acknowledge your background waiver form and provide you with the fingerprint request form for your completion:

5. FINGERPRINT REQUEST FORM COMPLETED BY FINGERPRINTING AGENCY
 - You must pay the fingerprinting facility a fee for scanning your fingerprints and submitting them electronically. A list of approved locations will be provided to you during your first visit to the NTA.

STEP 3: Bring completed application to the NTA for final processing and payment.

6. CASH, CHECK, MONEY ORDER OR DEBIT/CREDIT (in person only - VISA, MASTERCARD or DISCOVER).
 - Permit Application Fee: **\$50.00**
 - Checks/Money Orders: made out to the **Nevada Transportation Authority (NTA)**

rev. 09/2023



DEPARTMENT OF BUSINESS AND INDUSTRY
NEVADA TRANSPORTATION AUTHORITY
Driver Permit Revision Checklist

These documents must be provided to the Nevada Transportation Authority (NTA) to obtain a revised drivers permit.

This application may ONLY be used if the driver has applied for a permit and conducted fingerprinting in the last three years. The original application may be updated if:

1. The driver is still employed with the same company and wants to add a new company.
2. The driver is no longer employed for the original company, is within 10 days of separation date and is going to work for a new company.

Bring the following completed items to one of the NTA office locations noted below:

1. CURRENT PERMIT CARD OR TEMPORARY PERMIT
 - o Must bring current permit card or temporary permit (NTA Receipt).
2. DRIVER PERMIT APPLICATION
 - o Print legibly all portions of this application.
 - o All fields of the application must be completed. Write "N/A" for items that do not apply.
 - o Incomplete applications will not be accepted and will be returned to you.
 - o Must submit signed original.
3. CHANGE OF EMPLOYMENT FORM
 - o Must be completed by the driver applying for a revision.
4. PROOF OF EMPLOYMENT
 - o Employer's Verification of Employment form must be completed by an authorized person of the Certificated Carrier. Incomplete forms will **NOT** be accepted and will require you to return to your employer for completion.
 - o **NOTE:** If you work for more than one unrelated certificated carrier, you must obtain a proof of employment form from each employer.
5. COPY OF VALID DRIVERS LICENSE
 - o Must be a clear copy, with the information and picture legible.
 - o Must have current address for applicant.
6. CASH, CHECK, MONEY ORDER OR DEBIT/CREDIT (in person only - VISA, MASTERCARD or DISCOVER).
 - o Permit Application Fee: **\$50.00**
 - o Checks/Money Orders: made out to the **Nevada Transportation Authority (NTA)**

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