MINERAL COUNTY SHERIFF'S OFFICE

P.O. Box 2290 - 105 So. A Street, Suite #4 - Hawthorne, NV 89415 (775) 945-2434 phone - (775) 945-5484 fax - mcso@sbcglobal.net

THE FORMS INCLUDED IN THIS APPLICATION ARE REQUIREMENTS OF NEVADA REVISED STATUTE AND/OR MINERAL COUNTY CODE. PLEASE FEEL FREE TO CALL OR MAKE AN APPOINTMENT WITH THE MINERAL COUNTY SHERIFF'S BUSINESS OFFICE IF YOU HAVE ANY QUESTIONS THAT HAVE NOT BEEN COVERED BELOW WITH REGARD TO YOUR MINERAL COUNTY BUSINESS LICENSE APPLICATION.

Included with your application are the following forms, please refer to the instructions on completing the forms below:

- Nevada Business Registration Form Instructions
- Nevada Business Registration
- · Mineral County Sheriff's Office Supplemental Form and Questionnaire
- Signature Sheet for Appropriate Offices
- Certificate of Business: Fictitious Firm Name
- Application of License

Depending on the type of business you are conducting additional forms may be required. Please advise the business office if you are a professional, which requires a certification by the state, a contractor or subcontractor, serve food or alcohol, have a gambling establishment, provide overnight lodging or have amusements at your business location, i.e., pool tables, video games. If your business requires a health inspection, we recommend you contact the health department immediately. It has been the experience of other businesses that the health inspector may take up to 4 weeks to provide an inspection, not including follow-up inspections.

The fees are due and payable at the time you make application and are non-refundable. These fees are based on the number of employees working in Mineral County and are as follows:

(a. 40 self employed (husband and wife) \$ (b. \$ 80 one employee, one partner (c. \$ 120 for 2, 3 and 4 employees, multiple partners (d. \$ 200 for license having 5 and 6 employees \$ 240 for license having 7 and 8 employees (e. (f. \$ 280 for license having 9 to 20 employees \$ 340 for license having 21 to 50 employees (g. \$ 800 for license having 51 to 150 employees (h. \$1200 for license having 151 or more employees. (i.

The fees are prorated on a quarterly basis beginning July 1 ending June 30. The fee shall be 25% less each quarter excluding the final quarter for self employed businesses, which will never be less than \$20.

Nevada Business Registration Form Instructions

These are the instruction for completing the Nevada Business Registration. This form may also be utilized by additional state agencies when required.

Nevada Business Registration

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Please follow the instructions as provided for in the Nevada Business Registration Form Instruction sheet

Mineral County Sheriff's Office Supplemental Form and Questionnaire

This form includes questions that must be completed as mandated by Nevada Revised Statute and/or Mineral County Code. The information in this form must be completed. Failure to provide this information will result in the automatic denial of application.

Signature Sheet for Appropriate Offices

It is your responsibility to obtain signatures from the Mineral County Clerk and the Building and Fire Inspectors prior to submission of application to the Mineral County Sheriff's Business Office. Once the application is completed in its entirety, it will be placed on the Mineral County Board of Commissioners Agenda for formal approval. You will be sent an agenda to the address you provided on the Nevada Business Registration form. Your attendance at the meeting is mandatory, if you are unable to attend the meeting you must notify the Mineral County Clerks' Office at the address above and advised them accordingly. If the Board has any questions regarding your license that cannot be resolved in the meeting your license will be temporarily denied and tabled until you are able to resolve the Boards questions.

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Certificate of Business: Fictitious Firm Name

This form may need to be turned in to the Mineral County Clerks/Treasurers office. This form does not need to be turned in with your Mineral County Business License Application and has been provided for your convenience.

You may be required to obtain a Fictitious Firm Name with the Mineral County Clerks' Office. Please contact the Mineral County Clerks' Office prior to completing this form to determine that you are in compliance with NRS 602. This application is a one-time \$20 fee. After confirmation of compliance with Mineral County Clerks' Office, have them sign the *Signature Sheet of Appropriate Offices*

Mineral County Clerk/Treasurer's Office 105 S. A Street P.O. Box 1450 Hawthorne, NV 89415 (775) 945-2446

Application of License

This form may need to be turned in to the Mineral County Clerks/Treasurers office. This form does not need to be turned in with your Mineral County Business License Application and has been provided for your convenience.

You may be required to obtain an Application of License with the Mineral County Clerks' Office. Please contact the Mineral County Clerks' Office prior to completing this form to determine that you are in compliance with NRS 364. This application is a one-time \$3 fee. Upon confirmation of compliance with Mineral County Clerks' Office, have them sign the *Signature Sheet of Appropriate Offices*

Mineral County Clerk/Treasurer's Office 105 S. A Street P.O. Box 1450 Hawthorne, NV 89415 (775) 945-2446

IMPORTANT TELEPHONE NUMBERS AND ADDRESSES YOU MAY NEED TO START YOUR NEW BUSINESS OR CHANGE THE NATURE OF CURRENT BUSINESS ARE LOCATED ON THE NEVADA BUSINESS REGISTRATION FORM INSTRUCTIONS

Other telephone numbers you may need are:

- State of Nevada Department of Health (775) 482-3997
- Mineral County Building Inspector (775) 945-3671
- Mineral County Fire Inspector (775) 945-2497

Department of Taxation - Business Tax Certificate of Compliance

You must obtain a Retail Tax Permit and/or State Business License. We recommend you contact the Department of Taxation, prior to completing this form to determine that you are in compliance with Department of Taxation requirements. A Mineral County Business License application will not be accepted without a State Business License or Compliance Letter issued by the State.

NEVADA BUSINESS REGISTRATION FORM INSTRUCTIONS

Completion of this form will provide the common information needed and/or required by participating state and local government agencies. Important details are included to help you provide the necessary information. It is important to respond to all items. Any omission could cause a delay in processing your registration.

WHO ACCEPTS THIS FORM? The Nevada Department of Taxation and the Nevada Employment Security Division (ESD). Also, most local governments accept the form.

WHAT OTHER INFORMATION MUST I PROVIDE? When applying to Department of Taxation: <u>All businesses</u> must complete a Supplemental Application (APP-01.01) to determine correct fees. When applying to Employment Security Division: <u>If you employ</u> agricultural or domestic workers, or are a non-profit agency you must complete a Supplemental Registration (NUCS-4058).

WHO MAY USE THIS FORM? Any person or corporation who is: opening a new business; opening additional locations; changing locations; changing owners, corporate officers or members; or changing a mailing address.

WHERE IS THIS FORM AVAILABLE? This form is available at the participating state and local agencies or by visiting the agency websites listed below. Forms may also be available at Chambers of Commerce and state and local economic development agencies.

LINE-BY-LINE INSTRUCTIONS FOR COMPLETING THE NEVADA BUSINESS REGISTRATION - PLEASE COMPLETE IN ENGLISH.

- 1. I Am Applying For: Check the boxes that apply. Nevada has no central database for business registration. You are required to submit a copy to each agency that is applicable to your business. Keep a copy for your records.
- 2. Check All Box(es) That Apply.
- 3. Business Entity Type: Indicate the structure and type of ownership of your business.
- 4. Corporate/Entity Name: If incorporated, enter the name as registered with the Secretary of State. Include a telephone number.
- Federal Tax Identification Number: Enter your Federal Tax Identification Number (FEIN). For information regarding a FEIN, contact the Internal Revenue Service at 1-800-829-1040. If you have applied for your number and have not received it, write "PENDING." If your FEIN changes, you must complete a new Nevada Business Registration.
- 6. Corporate/Entity Address: Enter the complete address of the corporation and the state of incorporation.
- 7. Nevada Name (DBA): Enter the name as it will be known to the public. Include a business telephone and fax number.
- 8. E-mail Address and Website Address: Enter your business e-mail and website addresses if appropriate.
- 9. Mailing Address: This address will be used to mail any licenses, reports, tax returns, and correspondence.
- 10. Location(s) of Nevada Business Operations: Enter the complete location of the business including suite numbers, apartment numbers, and street direction (N, S, E, and W). If there are additional locations in Nevada, please attach a list of all locations.
- 11. Location of Business Records: Enter the complete address where business records are maintained during normal working hours. Include the telephone number of this location, if different from the business telephone number.
- 12. List All Owners, Partners, Corporate Officers, Managers, Members, etc.: Include the full name, home address (street, city, state, and zip code), Social Security number, date of birth, title, percentage of business owned, and telephone number. If the business is incorporated, list all corporate officers. If the business is a partnership, list all partners. If the business is comprised of two corporations or other entities, list the officers/members/partners, etc. for each entity. Attach additional sheets if needed.
- 13. Dates and Amounts Regarding Your Nevada Business: Enter the date the business started or will start <u>Nevada</u> operations. If adding a location enter the date your additional location will begin <u>Nevada</u> operations. Enter the date the first worker was hired in <u>Nevada</u>. Enter the date and amount of the first <u>Nevada</u> payroll. If this is a new business, enter the estimated number of employees you will have. If the business is currently operating, list the number of employees on the payroll.
- 14. Please Check All That Apply to Your Business: If you check the box marked "Regulated by Federal/State Permit Number," attach a list that identifies the issuing entity and permit number.
- 15. Nature of Your Business: Describe your business activities, goods, products, or services in Nevada. State the approximate percentage of sales or revenues resulting from each item. Example: Retail sale of major appliances to public 60%; repair 40%.
- 16. Acquired, Changed, or Have a New Federal Tax Number: On the first line, <u>enter the date</u> the business was acquired; check the boxes that apply to <u>how the business was acquired</u>; and the <u>portion of the business</u> you acquired. On the second line, list the name of the previous owner and the business name of the previous owner. On the third line, indicate the physical address of the business you acquired. On the fourth line, list <u>your</u> previous Nevada Sales/Use Tax Permit Number and the Employment Security Division (ESD) Account Number of the <u>previous owner</u>. If there is more than one previous owner, attach an additional sheet.
- 17. Signature Instructions: Make copies first and then sign each copy. Original signatures are required by each state and local agency. Legal signatures include: sole proprietor-owner, corporate officer, and managing member.

Toll Free (In State) for All State of Nevada Agencies	800-992-0900			
Nevada Department of Taxation: Website: www.tax.state.nv.us				
Las Vegas 555 E. Washington Avenue, Suite 1300 • Las Vegas, Nevada 89101				
Reno 4600 Kietzke Lane, Building L, Suite 235 • Reno, Nevada 89502	(775) 688-1295			
Carson City 1550 E. College Parkway, Suite 115 • Carson City, Nevada 89706	(775) 684-2000			
Nevada Employment Security Division (ESD): Website: www.nvdetr.org				
Las Vegas	(702) 486-0250			
Reno	(775) 688-2663			
Statewide (Mailing) 500 E. Third Street · Carson City, Nevada 89713-0030	(775) 687-4545			
If your business has or may have a discharge to the environment or needs a water appropriation permit, the following telephone numbers should be used for information concerning exemptions and to acquire applications: Nevada Department of Conservation and Natural Resources: Website: www.dcnr.nv.gov				
Environmental Protection Division	(775) 687-4670			
Water Resources Division (Water Appropriation)	(775) 687-4380			
Nevada Department of Wildlife: (Industrial Artificial Pond Permit) Website: www.ndow.org				
Local Business License Departments: To obtain the telephone numbers for local license departments check the white pages of the telephone directory under the government name, i.e., Clark County, Reno.				

Important details are included in the instructions. Please type or print in black ink. Each agency may request additional ; information depending on your type of business. Completing this form does not relieve you of any statutory or regulatory requirements relating to your business.

1	I Am Applying Unemployment Ins For: (Employment Security Divis		Charles and Street Street	Sales/Use Tax (Department of Ta		Local Busine	ss License	SEND A COPY TO EACH AGENCY
2	NewChange in Ownership/BusinessBusiness Entity	Location	Name	Change in Corporate Off		Change in Mailing Address	C Othe	r
8	Business Entity Sole S Corp. Type: Proprietor	Publicly Private Traded Corp. Held			Partner	rship Company	y En	vernment Dother
4	Corporate/Entity Name:	- 1			Corporate/Enti ()		Federal T	ax Identification Number
. 6	Corporate/Entity Street Number, I Address:	Direction (N, S, E, W) and	Name Suite, Unit	or Apt #	City, State, and	d Zip Code +4	State of I	ncorporation or Formation
7	Nevada Name (DBA):					Business Telephon	e Fa	x)
	E-mail Address:			Website Addres				
0		Direction (N, S, E, W) and			City, State, and			
10	Location(s) of Nevada Street Number, Business Operations:	Direction (N, S, E, W) and	Name Suite, Unit	or Apt # (City, State, and	d Zip Code +4		
11	Location of Street Number, Business Records:	Direction (N, S, E, W) and	Name Suite, Unit	or Apt # (City, State, and	d Zip Code +4	Te (lephone Number:)
12	List All Owners, Partners, Corporate O		nbers, etc. (If in Address (Street)	idividual owner	ship, list or		ttach Additio	
	Last, First, MI :					SSN:	r	Date of Birth
	Title P Last, First, MI :	ercent Owned City, State	Address (Street)		Ъ.	SSN:		Residence Telephone Date of Birth
		ercent Owned City, State						Residence Telephone
	Last, First, MI :		Address (Street)			SSN:		Date of Birth
	Title	ercent Owned City, State	, Zip +4					Residence Telephone
	Responsible Local Contact (Last, First, MI & Titl	e): Residence	Address (Street),	City, State, Zip +4	5	SSN:		Residence Telephone
13	Date Business Started in Nevada Date Business	Location Opened Date Fi	rst Worker Hired In	Nevada Date of F	irst Nevada Pa	ayroll Amount of First	t Nevada Payro	II Number of Employees
14		PLEASE CHEC	K ALL THAT	APPLY TO Y	OUR BUS	INESS		
	Service Agriculture Home Tobacco Manufacturing, Retail Delivery Transportation * Retail	Occupation Hazard Sales—New Constru Sales—Used Telepho	ine Solicitation	Adult Materials Leased or Leas Leasing (Other Supply/Use Ter Regulated by F	ing Employee than Employe mporary Work	es) Alcohol es) Gaming ers Health So	ent Machines ervices	Resident Agent Financial Institutions Mortgage Brokers Banker Other
15								
16	If You Have Acquired A Nevada Business, Changed Ownership/Business Entity, or Have a New Federal Tax Number, Complete This Section:							
	Date Acquired/Changed:	Acquired/Changed by:		Lease Oth		Portion Acquired		In Whole In Part
	Name(s) of Previous Owner(s)			Previous Owner(s	s) Business Na	ime		
	Address (Street)		City			State	Zip Co	ode +4
	Enter Your Previous Nevada Sales/Use Tax Permit Number, if applicable: Enter Previous Owner(s) ESD Account Number:							
17	I CERTIFY THE INFORMATION PROVIDED IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. **Signatures must be original and that of a responsible party. If a general partnership or joint venture, more than one signature is required. Legal signatures include: sole proprietor-owner, corporate officer, and managing member.							
	**Signature Responsible Party / Original		Print Name And					Date
	*•Signature Responsible Party / Original		Print Name And					Date
	ORIGINAL'SIGNA	TURES REQUIR	ED BY AGE	VCIES-KEEI	PCOPYI	FOR YOUR RI	ECORDS	APP-01 00 Rev 02-17-05

MINERAL COUNTY SHERIFF'S OFFICE SUPPLEMENTAL FORM AND QUESTIONNAIRE

P.O. Box 2290, 105 So. A Street, Suite #4 - Hawthorne, NV 89415 (775) 945-2434 phone - (775) 945-5484 fax - mcso@sbcglobal.net

BUSINESS NAME:	FOR OFFICIAL USE ONLY Date
ADDRESS:	Receipt
(PLEASE CHECK ONE) Countywide Hawthorne Mina Luning Walker Lake	Fee

>AFFIRMATION OF COMPLIANCE WITH MANDATORY INDUSTRIAL INSURANCE REQUIREMENTS (REFER TO NRS 244.33505 and 268.0955)

(PLEASE CHECK ONE)

- The business named on this form has received workers compensation insurance coverage from the State Industrial Insurance System as required by the Nevada Industrial Insurance Act (NRS 616)
- Maintains a valid certification of self-insurance issued by the Nevada Insurance Commissioner pursuant to Nevada Industrial Insurance Act (NRS 616)
- The business named on this form is not subject to the provisions of the Nevada Industrial Insurance Act (NRS 616) due to a statutory exemption or as a business that has no employees nor hires any independent contractor or subcontractor.

>CHILD SUPPORT INFORMATION (REFER TO NRS 244.33506)

(PLEASE CHECK ONE) Corporations are exempt from completing this section

- I am not subject to a court order for the support of a child.
- I am subject to a court order for the support of one or more children and am in compliance with the order or am in compliance with the plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order; or
- I am subject to a court order for the support of one or more children and am NOT in compliance with the order or a plan approved by the district attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Social Security Number:

≻ACKNOWLEDGMENT

The undersigned, being a duly authorized representative of the business named on this form, declares under penalty of perjury that all the information provided in the Mineral County Business Licenses is true and correct to the best of his/her knowledge.

Signature of Applicant

STATE OF NEVADA

COUNTY OF MINERAL

)

SUBSCRIBED AND SWORN TO BEFORE ME BY

ON THIS _____ DAY OF _____, ___

Notary Public

MINERAL COUNTY SHERIFF'S OFFICE P.O. Box 2290, 105 So. A Street, Suite #4 - Hawthorne, NV 89415 (775) 945-2434 phone - (775) 945-5484 fax - mcso@sbcglobal.net				
SIGNATURE SHEET FOR APPROPRIATE OFFICES				
BUSINESS NAME:				
ADDRESS:	ZONING CODE:			
MINERAL COUNTY SHERIFF'S OFFICE I, Sheriff Edward Smith, have examined the foregoing	>MINERAL COUNTY CLERK/TREASURER OFFICE			
application for a business license and find it to be properly prepared for submission to the Board of Mineral County Commissioners for final approval. (NRS 364)	The aforementioned applicant is in compliance with the requirements of (NRS 602) Doing Business Under Assumed or Fictitious Name			
Sheriff Date	Clerk Date			
By Deputy:	By Deputy:			
BUILDING and FIRE INSPECTIONS The aforementioned applicant is in compliance with all state and local building, and fire requirements.	>FINAL APPROVAL BY BOARD OF COUNTY COMMISSIONERS			
Building Inspector Date	CHAIRMAN Date			
Fire Inspector Date	MEMBER Date			
Comments and Recommendations:	MEMBER Date			

Certificate of Business:

Fictitious Firm Name

THE UNDERSIGNED	DO here	by certify that		- -	
Conducting a	a			busine	ess at
·		-		, Ne	vada.
Under the fictitious firm name o	f	-			
And that said firm is composed	of the following perso	n whose name	and address (is) (are) as follows, to-wit:	
				·	
WITNESS	hand	this	day of	, 20	
				· · ·	
	8 - 7			с.	
STATE OF NEVADA)				
COUNTY OF MINERAL) ss.)				
On this	day of			, A.D., 20 before	e me,
*	. S			a Notary Public in and fo	
said County and State, residing	therein, duly commiss				
Known to me to be the person _	whose name	subscribed to the v	vithin Instrument, and ack	nowledged to me that he	
executed the same.					
	EOF I have bereunta	et my hand and af	fixed my official coal the	an and upon in this Contifuctor	6
above written.	oor, i have hereunios	set my nand and at	incernity official seal the C	ay and year in this Certificate	nrst

- - -

Notary Public in and for said County and State

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APPLICATION FOR LICENSE

The undersigned, hereby applies to the	licensing authorities,			
For the issuance to	of a license to engage in the			
	business. In connection therewith the undersigned presents			
the following affidavit.				
AFF	IDAVIT			

STATE OF NEVADA

) ss.

County of Mineral

, being first duly sworn, deposes and says that the undersigned is (is not) engaged in business under a fictitious name; that, if so engaged, the undersigned has complied with the provisions of that certain act, entitled, "An act requiring any person or persons transacting business in this state under fictitious name; or designation to file certificate thereof, and providing penalties for a violation hereof, and repealing all acts in conflict herewith," being 1929 N. C. L. section 4450 to 4459, inc.

Ι.

11.

That there has been (has not been) a change in ownership in business of the undersigned, during the preceding calendar year; that such change, if thee has been such change, was made in compliance with the provisions of that certain act entitled, :An act to regulate the purchase, sale, transfer, and encumbrance of a stock of goods, wares, and merchandise, otherwise than in the usual course of trade and prescribing penalties for the violation thereof," being an act commonly known as the Bulk Sales Act. Section 6818 to 6820 inc., 1929 N. C. L.

Subscribed and sworn to before me this ______ day of ______, 20 _____,

County Clerk, Mineral County, State of Nevada

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My term of office expires:

Section 364.110 and 364.120 Nevada Revised Statute.

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"An act to regulate the issuance of licenses to engage in the business of selling merchandise at retail, and providing for the collection of a fee in connection therewith." Approved March 19, 1949. License authorities are authorized to collect a filing fee, not to exceed \$3.00.