



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: January 14, 2025

**DATE:** Monday, November 25, 2024  
**TO:** Board of County Commissioners  
**FROM:** Shannon Hardy Division Manager, Administrative Services  
(775) 328-3303, [shardy@washoecounty.gov](mailto:shardy@washoecounty.gov)  
**THROUGH:** Darin Balaam, Sheriff  
**SUBJECT:** Recommendation to authorize the Sheriff's Office to revise the fingerprinting fee from \$40.25 to \$39.00 [no cost to County] retroactive to January 1, 2025, to match the fingerprinting processing fee charged by the State of Nevada. (All Commission Districts.)

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### SUMMARY

The State of Nevada is decreasing their fingerprint processing fee by \$1.25 effective January 1, 2025. The Federal Bureau of Investigation (FBI) Fee decreased. Washoe County Sheriff's Office will be passing this fee decrease down to the applicant, as authorized in Washoe County Code sections 25.023, 25.0455, 45.325, 45.335 and 50.078, as part of the concealed weapon permit fees, work permit fees, business license fees and peddler and solicitation fees.

**Washoe County Strategic Objective supported by this item:** Fiscal Sustainability.

### PREVIOUS ACTION

On June 25, 2019, The Board approved the WCSO fingerprint fee as part of the Master Fee Schedule.

### BACKGROUND

The Washoe County Sheriff's Office submits fingerprints for citizens who are requesting Carry Concealed Weapon permits, work permits, Business License applications and registration cards per Washoe County Code (WCC), Chapter 25 – Business Licenses, Permits and Regulations, Chapter 45—Public Welfare-Child Care Licensing and Chapter 50—Public Peace, Safety and Morals-Concealed Weapon: Permit Required. The state of Nevada and the FBI charges the Sheriff's Office to process these fingerprint requests.

AGENDA ITEM # \_\_\_\_\_

**FISCAL IMPACT**

There is no fiscal impact to the county as all fingerprinting fees collected from the applicant are paid to the State.

**RECOMMENDATION**

It is recommended that the Washoe County Board of County Commissioners authorize the Sheriff's Office to revise the fingerprinting fee from \$40.25 to \$39.00 [no cost to County] retroactive to January 1, 2025, to match the fingerprinting processing fee charged by the State of Nevada.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to authorize the Sheriff's Office to revise the fingerprinting fee from \$40.25 to \$39.00 [no cost to County] retroactive to January 1, 2025, to match the fingerprinting processing fee charged by the State of Nevada."