

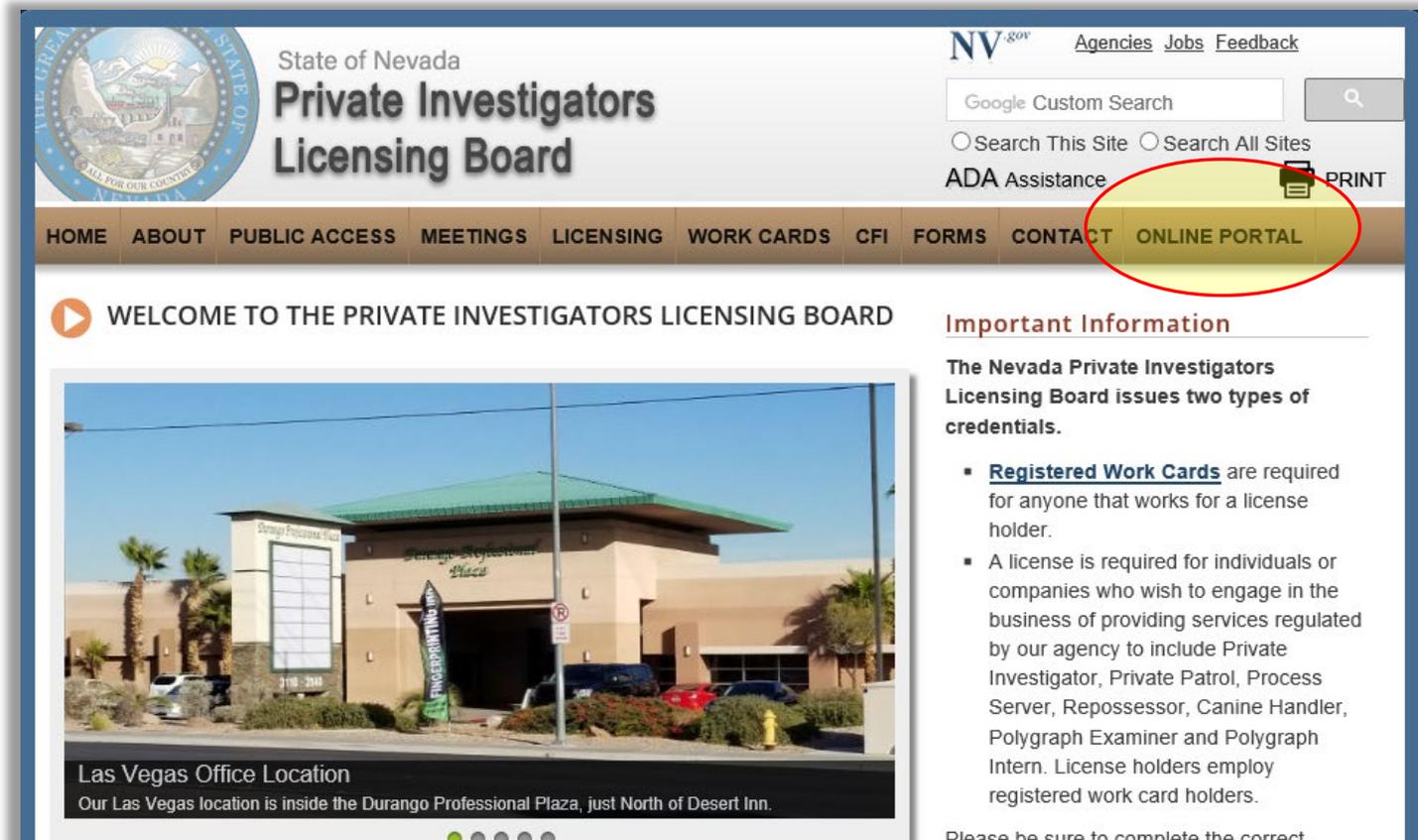
Private Investigators Licensing Board Online Portal Renewal Instructions



If you do not have an online portal account please follow instructions on pages 2 through 9

Logging Into Your Account

- <https://pilb.nv.gov/>
- Click on the Online Portal tab



The screenshot shows the website for the State of Nevada Private Investigators Licensing Board. The header includes the state seal, the text "State of Nevada Private Investigators Licensing Board", and navigation links for "Agencies", "Jobs", and "Feedback". A search bar is present with options to "Search This Site" or "Search All Sites". A red circle highlights the "ONLINE PORTAL" tab in the main navigation menu. Below the navigation, a "WELCOME TO THE PRIVATE INVESTIGATORS LICENSING BOARD" message is displayed. A photograph of the Las Vegas office location is shown, with the caption: "Las Vegas Office Location. Our Las Vegas location is inside the Durango Professional Plaza, just North of Desert Inn." To the right, under "Important Information", it states: "The Nevada Private Investigators Licensing Board issues two types of credentials." and lists two types: "Registered Work Cards" and "A license is required for individuals or companies who wish to engage in the business of providing services regulated by our agency to include Private Investigator, Private Patrol, Process Server, Repossessor, Canine Handler, Polygraph Examiner and Polygraph Intern. License holders employ registered work card holders." A partial sentence at the bottom right reads: "Please be sure to complete the correct".

Logging Into Your Account

- <https://pilb.nv.gov/>
- Click on the [Portal Login](#)
- You can also find instructions on adding people to rosters, license renewals and portal login.

State of Nevada
**Private Investigators
Licensing Board**

NV.gov Agencies Jobs Feedback

Google Custom Search

Search This Site Search All Sites

ADA Assistance PRINT

HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT ONLINE PORTAL

Online Portal

ON-LINE LICENSE & WORK CARD PORTAL

License Portal

INSTRUCTIONS: If this is your first time visiting this site, fully read the **instructions** provided below. After you have logged in, select the "My Companies" tab to manage your staff roster.

NOTE: "Pop-ups" must be enabled to navigate the portal.

- [How to Create an Account](#) ↕
- [How to Manage Your Roster](#) ↕
- [How to Renew Your License](#) ↕

Login to Portal

[Portal Login](#)

Logging into Your Account

- 1. Ensure pop-ups are enabled for our site
- 2. Log in



Home Contact Us

Private Investigators Licensing Board

Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the "My Companies" tab to manage your staff roster.

Sign In

Create Account

Request Access to Site

Email testperson@pilb.com

Password ●●●●●●●●

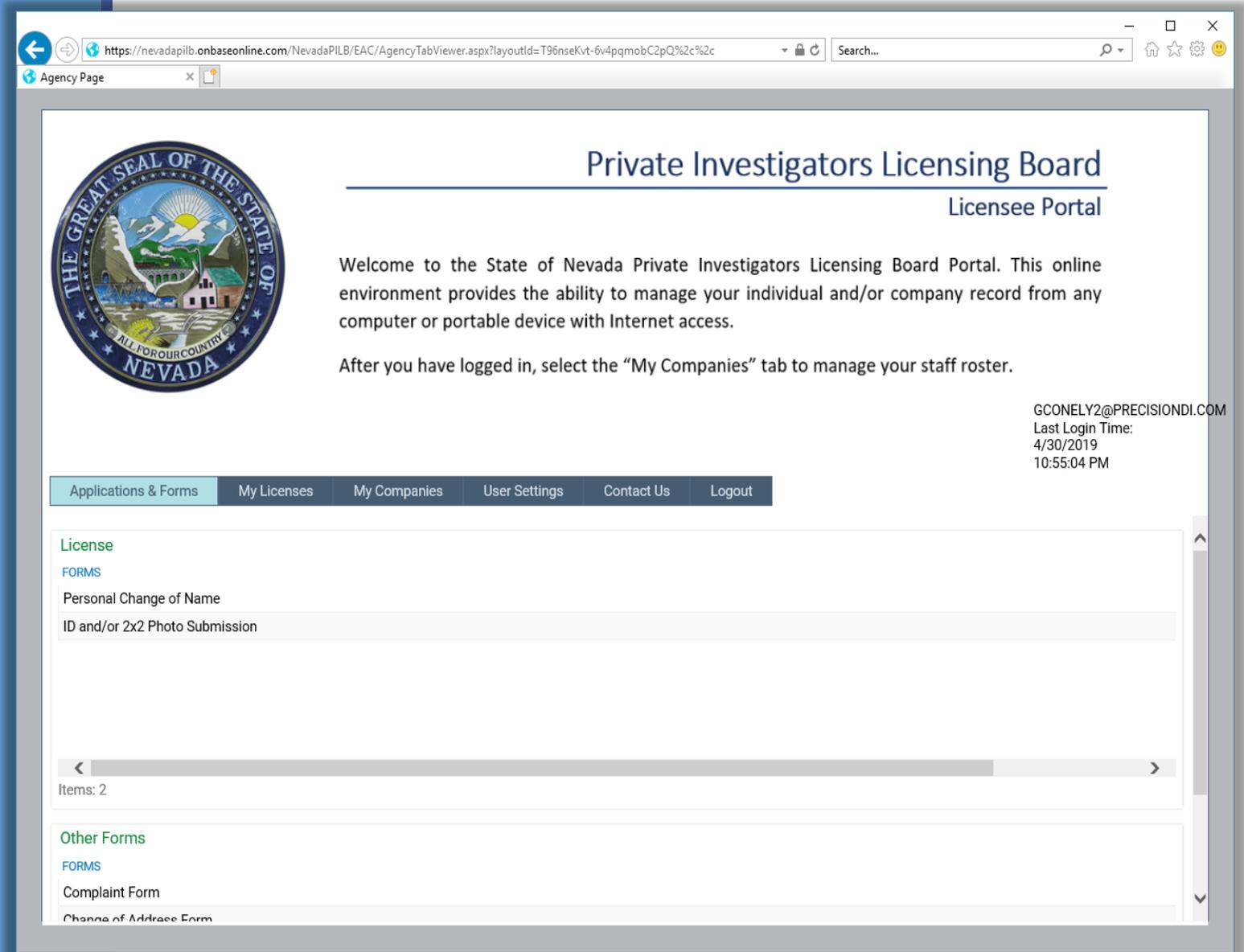
[Forgot Password?](#)

Sign In

Online Portal

Prior to beginning your renewal, you will need:

1. A **new** electronic copy of a facial photo
 - Facing forward
 - From the shoulders up
 - Against a white background
 - No hat, mask or glasses
2. An electronic copy of your current certificate of insurance available to upload



Agency Page

https://nevadapilib.onbaseonline.com/NevadaPILB/EAC/AgencyTabViewer.aspx?layoutId=T96nseKvt-6v4pqmobC2pQ%2c%2c

Search...

Private Investigators Licensing Board

Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the "My Companies" tab to manage your staff roster.

GCONELY2@PRECISIONDI.COM
Last Login Time:
4/30/2019
10:55:04 PM

Applications & Forms | My Licenses | My Companies | User Settings | Contact Us | Logout

License

FORMS

- Personal Change of Name
- ID and/or 2x2 Photo Submission

Items: 2

Other Forms

FORMS

- Complaint Form
- Change of Address Form

Online Portal

To access your company renewal

1. Click **My Licenses**
 - a) Under **Incomplete Forms**
Double click the renewal form link

1

Applications & Forms My Licenses My Companies User Settings Contact Us Logout

Incomplete Forms

DOCUMENT NAME	DOCUMENT DATE
License Renewal Form for: - QAT_TEST - 5/1/2019	5/1/2019

a)

Online Portal

You will be taken to a 5-page form to complete.

License Renewal Form

Renewal Details

Required Documents

Compliance Form

Child Support Information

Internal Payment Details

Licensee Details

First Name *

_RYAN

Last Name *

_CHINN

Middle Name

Date of Birth *

03/03/1973

SSN *

333-33-3333

Mailing Address

Mailing Address Has Changed

Mailing Address

232 CEDAR BREAKS

Building/Suite #

City

LAS VEGAS

State

NV

Zip

89156

Online Portal

1. Ensure all the license details fields are filled out correctly
 - a) Including Date of Birth and Social Security Number

You may **not** use this form to change your name, DOB or SSN. Please contact our office if a change is required.

2. You may update your mailing address
 - **Do not use any Symbols or punctuation (#, -, .)**

The screenshot shows a 'License Renewal Form' with a navigation bar containing five tabs: 'Renewal Details', 'Required Documents', 'Compliance Form', 'Child Support Information', and 'Internal Payment Details'. The 'Renewal Details' tab is active. Below the navigation bar, there are two main sections: 'Licensee Details' and 'Mailing Address'. The 'Licensee Details' section has a yellow box with the number '1' next to its title. It contains fields for 'First Name*' (filled with '_RYAN'), 'Last Name*' (filled with '_CHINN'), 'Middle Name' (empty), 'Date of Birth*' (filled with '03/03/1973'), and 'SSN*' (filled with '333-33-3333'). Yellow boxes with 'a)' are placed next to the Date of Birth and SSN fields. The 'Mailing Address' section has a yellow box with the number '2' next to the 'Mailing Address Has Changed' checkbox. Below this, there are fields for 'Mailing Address' (filled with '232 CEDAR BREAKS'), 'Building/Suite #' (empty), 'City' (filled with 'LAS VEGAS'), 'State' (a dropdown menu with 'NV' selected), and 'Zip' (filled with '89156'). A red arrow points from the text 'Do not use any Symbols or punctuation (#, -, .)' to the 'Mailing Address' field.

Online Portal

Branch Offices:

A branch office is a location where business is conducted, other than the main office address we have on file.

1. On this first page, you may have a list of Branch Offices. Please ensure that all addresses are correct for these offices. You will also have the option to mark the office as closed.
2. Additionally, you may add branch offices by clicking on the add button. This will update your invoice amount prior to submission.

List of Licenses:

1. Below the Branch Offices section will be a list of your License Categories. You may have one or multiple items listed. For Qualifying Agents, you will see two listings for each License Category that you are a QA for.

Branch Offices				Add
License Categories				Add
10041	Repossessor (Individual)	Abeyance	\$100.00	Remove
9999	Repossessor (Corporate)	Active	\$500.00	Remove

Online Portal

First Page Disclaimer:

1. On this first page, you must click **the FIRST BOX** acknowledging that you agree with the statement
2. And then **CHOOSE ONE** of the statements below before clicking next.

*

I certify that I have not been convicted of any crime by any court or military authority, either in this country or abroad in the past twelve (12) months, or otherwise committed any act that would disqualify me from obtaining a license pursuant to NRS 648.

Choose One

*

I certify that no changes have been made in the location of the principal office, branch office, associates, directors, partners or managers and that none of the aforementioned have been changed without the director of the Nevada Private Investigators Licensing Board being notified in writing prior to the renewal date. This is in accordance with NRS 648.148.

OR

*

All statements and information provided to the Nevada Private Investigators Licensing Board concerning my business has been updated to reflect changes.

Online Portal

Required Documents Tab:

The documents required to complete the renewal are:

1. A **new** electronic photo must be provided each year.
2. Proof of insurance (a copy is required at the time of renewal)

If you select **Upload Now**:

- Please answer the following Yes or No question

License Renewal Form

Renewal Details | **Required Documents** | Compliance Form | Child Support Information | Internal Payment Details

How will you be submitting the required documents and photo for this application?*

Upload Now Mail Drop Off

Are you completing this form using an Apple Device (Mac, iPhone, iPad etc.)?
*

Yes No

Back Next



Online Portal

Required Documents Tab:

ONLY click YES if you have a MAC or Apple product:



- In order to attach documents you must
 - Open a **new** browser window
 - copy and paste URL into this new browser window

Renewal Details | **Required Documents** | Compliance Form | Child Support Information | Internal Payment Details

How will you be submitting the required documents and photo for this application?*

Upload Now Mail Drop Off

Are you completing this form using an Apple Device (Mac, iPhone, iPad etc.)?*

Yes No

Apple Link

Uploading attachments to this form using an Apple device is not available at this time. In order to attach your required documents you have the following option:

1. Copy and paste the below URL into a new web browser page. You can do this either before or after saving this form.

`https://nevadapilb.onbaseonline.com/NevadaPILB/UnityForms/UnityForm.aspx?d1=ASoeQ%2bo5DyZM6ltZaHrY25h8b84QOKZ%2bu4rhk3oY4SoYvjNbnFRnrPWbe8BdalwWzn3b%2fwCTLkQA6sTRKgfU%2fgmTnlaYmaQfRwVHPkFv%2fSrOl%2fvw4qTbQqkW%2bx0PuCOKLbRopHE1fLZMgjEBcnXOla3tB5MdA3EuwZNYrP%2bprayOt1nsoVeNln5GSCTzccP%2bf%2fX2ygO%2fhDEo%2fRHEZ6HulApjqDa2BYqRA%2fdKkM%2fE7F4i7pUKNJS0D4yQ8KEkUmknjzEd6vvzrDwr2dGiONAs6DzlhvlpHyu%2f8ABc7aGPIyhN&ufpretextboxRenewalFormID=2275040&ufprecheckboxIsCFI=0&ufprehash=mRejAMHFWW0Hn0yznVRVx1dMS%2Bn%2FAH8L%2BJDqCibe3PE%3D`

Back Next

Online Portal

Required Documents Tab:

When you open the URL link:

1. You will be brought to this form. Please upload the required documents
2. If you upload now:
 - a) You **must** upload **both** documents
 - b) Please limit the type of document to a PDF or scanned TIF image. **Do not** upload Word, Excel or Email messages.
3. Click **SUBMIT** then **return back** to the renewal form



Safari



License Renewal Attachments

You will need to include the following documents:

- * 2"x2" Photo
- * Proof/Copy of Insurance Policy

ID Photo

2"x2" Photo *

Attach 2"x2" Photo

Insurance Information

Insurance Information *

Attach Insurance Information

Submit

Online Portal

Required Documents Tab:

1. If you select NO (not using an apple or MAC product):
 - a) You must upload both documents
 - b) Please limit the type of document to a PDF or scanned TIF image. **Do not** upload Word, Excel or Email messages to this.



Renewal Details	Required Documents	Compliance Form	Child Support Information	Internal Payment Details
<p>How will you be submitting the required documents and photo for this application?*</p> <p><input checked="" type="radio"/> Upload Now <input type="radio"/> Mail <input type="radio"/> Drop Off</p>				
<p>Are you completing this form using an Apple Device (Mac, iPhone, iPad etc.)?</p> <p>* <input type="radio"/> Yes <input checked="" type="radio"/> No</p>				
<p>ID Photo</p> <p>2"x2" Photo *</p> <p>Attach 2"x2" Photo</p>				
<p>Insurance Information</p> <p>Insurance Information *</p> <p>Attach Insurance Information</p>				
<p>Back</p>		<p>Next</p>		

Online Portal

Compliance Form Tab:

- 1. Read through the document
- 2. Scroll to the bottom of the page
- 3. Check you Agree
- 4. Type in your name
- 5. Click Next

License Renewal Form

1

Renewal Details Required Documents **Compliance Form** Child Support Information Internal Payment Details

License Renewal: A license issued pursuant to Chapter 648 must be renewed even if notification from the PILB has not been received.

Failure to Renew: Failure to renew a license prior to the expiration date (June 30, 2018) will incur an additional \$100 late fee. Licensees may not conduct business after the expiration date until the license renewal has been processed (NRS 648.120).

have passed the exam if applicable. NRS 648.060, NRS 648.140, NRS 648.142, NAC 648.341, NAC 648.342

Firearms: A licensee understands and ensures the firearm certification card issued pursuant to NAC 648.342 every year during each of his or her designated qualification months on a course of fire that is given by a qualified instructor. If the person fails to qualify during any of his or her designated qualification months, the card becomes invalid and the licensee may not be employed until he or she successfully qualifies.

2

I agree to the above items *

I affirm that I have read and understood this disclaimer in full and in signing this form understand that I am not guaranteed a license.

I am electronically signing this disclaimer by typing my name below and agree that my electronic signature be used for this purpose.

* 3

Back Next 4

Online Portal

Child Support Information Tab:

- 1. Check **one** option
- 2. Type in your name
- 3. Click Next

Renewal Details	Required Documents	Compliance Form	Child Support Information	Internal Payment Details
-----------------	--------------------	-----------------	----------------------------------	--------------------------

Please mark the appropriate response
Failure to mark one of the three will result in denial of the applicatin

* I am not subject to a court order for the support of a child

* **1** 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 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

* I am subject to a court order for the support of one or more children and I 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.

I affirm that I have read and understood this disclaimer in full and in signing this form understand that I am not guaranteed a Provisional Registration at this time.

I am electronically signing this disclaimer by typing my name below and agree that my electronic signature be used for this disclaimer.

* **2**

3

Online Portal

Payment Page:

- 1. You are able to forward this payment page to another person for payment

License Renewal Form

Renewal Details	Required Documents	Compliance Form	Child Support Information	Payment and Signature
-----------------	--------------------	-----------------	---------------------------	-----------------------

Check here to forward to a corporate office for payment

How are you going to pay for this application? *
 Pay Online Mail (Check or Money Order) I will drop off the payment

We do not accept American Express.

Total Amount Due

Payment Information

Do not allow these fields to autofill. This will result in your payment being denied.
If it does autofill, you must delete the information and type it in manually.

First Name * <input type="text"/>	Last Name * <input type="text"/>	
Billing Address * <input type="text"/>	City * <input type="text"/>	
State * <input type="text"/>	Zip * <input type="text"/>	
Enter your email address for your payment receipt * <input type="text"/>		
Credit Card # * <input type="text"/>	Expiration Month * <input type="text"/>	Expiration Year * <input type="text"/>

Online Portal

Payment Page:

1. When this option is chosen, enter an email for the person the invoice should be forwarded to
2. You are still required to sign and submit the application
3. Notify the person that a link will be emailed to them to pay the invoice
 - The email will come from No-reply@onbaseonline.com
 - Please check junk and spam

License Renewal Form

[Renewal Details](#)
[Required Documents](#)
[Compliance Form](#)
[Child Support Information](#)
[Payment and Signature](#)
 Check here to forward to a corporate office for payment

Corporate Payee Details

Provide the corporate email address to forward this invoice to

Total Amount Due

Mailing Addresses:

State of Nevada, Private Investigators Licensing Board
 3110 S. Durango Drive, Suite 203
 Las Vegas, NV 89117

You must include which License numbers with any payments you send.

Signature

By submitting this application and all associated documents, I certify all of the information provided is true and accurate to the best of my knowledge. I understand that withholding of information or giving false information will result in the denial of my application.

I am electronically signing this application by typing my name below and agree that my electronic signature be used on this application.

*

Online Portal

Payment Page:

1. Otherwise, you may make the payment yourself here.
 - Pay Online
 - Mail
 - Drop off

License Renewal Form

Renewal Details	Required Documents	Compliance Form	Child Support Information	Payment and Signature
-----------------	--------------------	-----------------	---------------------------	-----------------------

Check here to forward to a corporate office for payment

How are you going to pay for this application? * **2**

Pay Online Mail (Check or Money Order) I will drop off the payment

We do not accept American Express.

Total Amount Due

Payment Information

Do not allow these fields to autofill. This will result in your payment being denied.
If it does autofill, you must delete the information and type it in manually.

First Name *	Last Name *	
<input type="text"/>	<input type="text"/>	
Billing Address *	City *	
<input type="text"/>	<input type="text"/>	
State *	Zip *	
<input type="text"/>	<input type="text"/>	
Enter your email address for your payment receipt *		
<input type="text"/>		
Credit Card # *	Expiration Month *	Expiration Year *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Online Portal

Payment Page:

Pay Online Option:

- a) Please use a Credit or Debit card for this process. (we **do not** accept American Express)
- b) This email may be different than the email we have on file
- c) **Do not** use any Symbols (#, -, .) in the address section of the form.

If your payment information auto fills, you must delete the information and type it in manually

License Renewal Form

Renewal Details | **Required Documents** | **Compliance Form** | **Child Support Information** | **Payment and Signature**

Check here to forward to a corporate office for payment

How are you going to pay for this application?*

Pay Online Mail (Check or Money Order) I will drop off the payment

We do not accept American Express.

Total Amount Due

Payment Information

Do not allow these fields to autofill. This will result in your payment being denied.
If it does autofill, you must delete the information and type it in manually.

First Name*	<input type="text"/>	Last Name*	<input type="text"/>
Billing Address*	<input type="text"/>	City*	<input type="text"/>
State*	<input type="text"/>	Zip*	<input type="text"/>
Enter your email address for your payment receipt*			
<input type="text"/>			
Credit Card #*	<input type="text"/>	Expiration Month*	<input type="text"/>
		Expiration Year*	<input type="text"/>

Online Portal

Payment Page:

Pay Online Option:

Once payment information is entered, please

1. Enter your name the way it appears on your credit card
2. Print form for records
3. Click the **SUBMIT Application** button

You **MUST** click submit to complete the renewal process.

You must include which License numbers with any payments you send.

Signature

By submitting this application and all associated documents, I certify all of the information provided is true and accurate to the best of my knowledge that withholding of information or giving false information will result in the denial of my application.

I am electronically signing this application by typing my name below and agree that my electronic signature be used on this application.

*

Online Portal

Payment Page:

Mail Option:

1. Enter your name on the form
2. Print form for your records
3. Submit application
4. Then Mail us a money order, cashiers check or business check to our Las Vegas office.
 - a) Make payment out to **PILB**
 - b) Include a copy of renewal form and any supporting documentation

Renewal Details	Required Documents	Compliance Form	Child Support Information	Payment and Signature
-----------------	--------------------	-----------------	---------------------------	-----------------------

Check here to forward to a corporate office for payment

How are you going to pay for this application?*

Pay Online Mail (Check or Money Order) I will drop off the payment

Total Amount Due

100.00

Mailing Addresses:

State of Nevada, Private Investigators Licensing Board
3110 S. Durango Drive, Suite 203 **4**
Las Vegas, NV 89117

You must include which License numbers with any payments you send.

Signature

By submitting this application and all associated documents, I certify all of the information provided is true and accurate to the best of my that withholding of information or giving false information will result in the denial of my application.

I am electronically signing this application by typing my name below and agree that my electronic signature be used on this application.

1

2 **3**

Online Portal

Payment Page:

Drop off Option:

1. Enter your name on the form
2. Print form for records
3. Submit application
4. Then come into our office to make payment
5. Bring a copy of renewal form and any supporting documentation

Renewal Details | Required Documents | Compliance Form | Child Support Information | **Payment and Signature**

Check here to forward to a corporate office for payment

How are you going to pay for this application?*

Pay Online Mail (Check or Money Order) I will drop off the payment

Total Amount Due
100.00

Payment Drop off locations:

State of Nevada, Private Investigators Licensing Board
3110 S. Durango Drive, Suite 203 **4**
Las Vegas, NV 89117

Signature

By submitting this application and all associated documents, I certify all of the information provided is true and accurate to the best of my knowledge. that withholding of information or giving false information will result in the denial of my application.

I am electronically signing this application by typing my name below and agree that my electronic signature be used on this application.

* **1**

 2 **3**

Online Portal

We are asking all licensees to update their physical/ mailing address **ON THE PORTAL.**

This would be different than that was generated on the renewal form.

1. Click My Companies

The screenshot shows a web browser window with the URL <https://nevadapilb.onbaseonline.com/NevadaPILB/EAC/AgencyTabViewer.aspx?layoutId=T96nseKvt-6v4pqmobC2pQ%2c%2c>. The page title is "Private Investigators Licensing Board Licensee Portal". On the left is the Great Seal of the State of Nevada. The main heading is "Private Investigators Licensing Board Licensee Portal". Below this is a welcome message: "Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access." Below the welcome message is a note: "After you have logged in, select the 'My Companies' tab to manage your staff roster." In the top right corner, the user's email "GCONELY2@PRECISIONDI.COM" and last login time "4/30/2019 10:55:04 PM" are displayed. A navigation menu at the bottom contains the following items: "Applications & Forms", "My Licenses", "My Companies" (highlighted with a yellow box and the number 1), "User Settings", "Contact Us", and "Logout". Below the navigation menu, there are two sections: "License" and "Other Forms". The "License" section lists "FORMS" and includes "Personal Change of Name" and "ID and/or 2x2 Photo Submission". The "Other Forms" section lists "FORMS" and includes "Complaint Form" and "Change of Address Form".

Online Portal

This address is what will display to the public when they search your company or ask for contact information.

1. **Select which address you want displayed to the public**
2. Click submit address change to update address

If you get an error message after trying to save, do not worry. When you sign back in or refresh the page the updated address will show properly.

Address Details

Repo 123 (ID # 3332931)

Charleston Blvd - Las Vegas

Address Details

Mailing Address

Street
303 S SAHARA AVE

Building/Apt/Suite #
SUITE 2

City
LAS VEGAS

State
NV

ZIP
89103

Physical Address

Street
456 Charleston Blvd

Building/Apt/Suite #
Ste 123

City
Las Vegas

State
NV

ZIP
89147

Preferred Public Address 1
Physical 2



Las Vegas Office

3110 S. Durango Dr. Suite 203
Las Vegas, NV 89117
Phone: (702) 486-3003

Carson City Office

400 W King Street, Suite 101
Carson City, NV 89703
Phone: (775) 684-3126

Email: PILBinfo@pilb.nv.gov

Accepted forms of Payment:

We accept debit, credit card, money order, cashier's checks or Licensee checks in our office. No cash is accepted. American Express is not accepted.