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STATE OF NEVADA



Joseph "JD" Decker
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Chief Administrative Officer

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Department of Business And Industry
DIVISION OF INDUSTRIAL RELATIONS
Workers' Compensation Section
400 W. King St, Suite 400
Carson City, NV 89703

SUBJECT: Location Change for Employee Leasing Registration Process

To Whom It May Concern:

The purpose of this notice is to inform you that effective July 1, 2016 all registrations for Employee Leasing Companies will be handled through the northern office of the Division of Industrial Relations (DIR), Workers' Compensation Section.

A copy of the Employee Leasing Company (PEO) Application can be found at the Division's website. <http://dir.nv.gov/WCS/PEO/>

Section B of the application provides a detailed description of all the documentation that must be provided in order for this office to process your application for registration. The Registration Certificate will expire one year after date of issuance unless renewed before that date. **Renewal is incumbent upon the certificate holder.**

Please submit your applications to:

Division of Industrial Relations
Workers' Compensation Section
Employer Compliance Unit
400 W. King St, Suite 400
Carson City, NV 89703
775-684-7270

dlaporte@business.nv.gov

For questions please contact:

Dina Laporte, Compliance/Audit Investigator at 775-684-7279

Note: An applicant shall submit to the Administrator any change in information as required in NRS 616B.679 within 30 days after the change occurs. The Administrator may revoke the certificate of registration of an employee leasing company which fails to comply with the provisions of [NRS 616B.670](#) to [616B.697](#), inclusive.