



**DEPARTMENT OF ADMINISTRATION**

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**ALL AGENCY MEMORANDUM #2010-14**

March 16, 2010

**TO:** All Agencies

**FROM:** Andrew K. Clinger, Director  
Department of Administration

**SUBJECT:** Contractors Doing Business in the State of Nevada

Please be advised that at the March 9, 2010 Board of Examiners' Meeting all contracts were conditionally approved. Approval of the contracts is contingent upon the contracting state agencies verifying with the Secretary of State's Office (SoS) that their contractors have a current Nevada State Business License (SBL), and if they are a Nevada corporation, LLC, LP, LLP, or LLLP, or non-profit corporation, that their corporation is active and in good standing. Additionally, if they are a corporation, LLC, LP, LLP, or LLLP, or non-profit corporation based out of state, they must be registered as a foreign equivalent in Nevada, in active status and in good standing.

Some businesses may qualify for an exemption from the business license if they meet certain requirements specified in statute, however, they must file a notice of exemption which will be on record with the Secretary of State's office. Non-profit corporations are also exempt from the business license requirement but they do not need to file a notice of exemption.

This information and further details regarding these requirements can be found on the Secretary of State's website at [www.nvsos.gov](http://www.nvsos.gov) under the Business Center tab.

You may also verify an entity's status by checking the Nevada Business Search on the SoS homepage. Please note that due to processing delays because of furloughs and layoffs, some business entity information may not be current and therefore you will need to verify with the business that the filings have been submitted. If the filings have been submitted but not yet processed, you may email [sosmail@sos.nv.gov](mailto:sosmail@sos.nv.gov). In the subject line, please use Business

Verification request for State Contract. In the body of the email, please list the Business name under which the License and/or the entity is filed.

Also, please note that a State Business License **issued prior to October 1, 2009**, was issued by the Department of Taxation and you will have to contact them to verify a State Business License. If a corporation has a business license issued prior to October 1, 2009, you will also have to verify it is in good standing as a corporation with the Secretary of State's Office.

Agencies have thirty (30) days to provide proof of status and good standing of their contracts to their assigned budget analyst; contracts that are not in good standing or not reported will be terminated.

Agencies shall ensure that all future contracts submitted to the Budget Office have been verified as having a Nevada business license and be in good standing in all areas of the Secretary of State's business requirements.

Click the links below to see samples of different types of entity information produced by verifying the status of a business using the Secretary of State's Nevada Business Search function.

**Sole Proprietor**

<http://www.nvsos.gov/sosentitysearch/CorpDetails.aspx?lx8nvq=aiJ1q6PvMAPT6btq4VcMgg%253d%253d&nt7=1>

**Sole Proprietor with notice of BL exemption**

<http://www.nvsos.gov/sosentitysearch/CorpDetails.aspx?lx8nvq=3ZO5Z3sbsqsajWPh4kirbA%253d%253d&nt7=1>

**Domestic Corporation in good standing but State Business License not yet issued by SoS so check with Taxation**

<http://www.nvsos.gov/sosentitysearch/CorpDetails.aspx?lx8nvq=wbCMmy6XL4kl%252bIAR206kzw%253d%253d&nt7=0>

**Foreign LLC in good standing but State Business License not yet issued by SoS, so check with Taxation**

<http://www.nvsos.gov/sosentitysearch/CorpDetails.aspx?lx8nvq=UnitzVDwRl4VpcJrUVbzFg%253d%253d&nt7=0>

**Default Corporation**

<http://www.nvsos.gov/sosentitysearch/CorpDetails.aspx?lx8nvq=5qAHZr2dWyKzQPYbEPClH%253d%253d&nt7=0>

**Corporation in good standing with notice of BL exemption**

<http://www.nvsos.gov/sosentitysearch/CorpDetails.aspx?lx8nvq=1tQcdDF%252bKmfzh0ENzHRcsQ%253d%253d&nt7=0>

**Corporation in good standing with SoS Business License**

<http://www.nvsos.gov/sosentitysearch/CorpDetails.aspx?lx8nvq=f7VHkWTzxCH4JHeZm0MBa g%253d%253d&nt7=0>

Thank you.



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Andrew K. Clinger

