

INSTRUCTIONS FOR COMPLETING AN FFN FORM

Before mailing or bringing this form in person, please read the following information. If you have any questions, call (702) 671-0600.

PLEASE BE AWARE THAT ACCORDING TO STATE LAW (NRS 239.330), ANY PERSON WHO KNOWINGLY PROCURES OR OFFERS ANY FALSE OR FORGED INSTRUMENT TO BE FILED, REGISTERED OR RECORDED IN ANY PUBLIC OFFICE, WHICH INSTRUMENT, IF GENUINE, MIGHT BE FILED, REGISTERED OR RECORDED IN A PUBLIC OFFICE UNDER ANY LAW OF THIS STATE OR OF THE UNITED STATES, IS GUILTY OF A CATEGORY C FELONY.

To avoid **delays** in processing or **rejection** of your FFN, you must:

1. Complete the **CORRECT** form:

- For a single natural person (or spouses who jointly own and conduct the business but are not forming a partnership), you must use our **Sole Proprietorship** form.
- For a domestic or foreign-qualified corporation, limited-liability company, limited partnership, limited-liability partnership, and limited-liability limited partnership, you must use our **Registered Business Entity** form.
- For a partnership between two or more natural and/or artificial persons (excluding those listed that require the Registered Business Entity form), you must use our **General Partnership** form and complete a separate form for every owner in the partnership.
- For a business trust or family trust, you must use our **Trust** form and complete a separate form for every trustee in the trust. A copy of the trust must also be provided listing all trustees for verification or the form will be rejected.
- For a Series LLC created by a parent limited-liability company (or authorizing LLC), you must use our **Series LLC** form.

2. **REVIEW** the form:

- Ensure all required information is provided and spelled correctly.
- If you make a mistake, do not cross anything out or use correction fluid or tape – you must complete a new form.

3. **SIGN** the form:

- Make sure to obtain all signatures required for the form used.
- For registered business entities, we must be able to verify authorized signers through business entity registration with the state of Nevada. If this is unclear, please call our office before attempting to file the form.

4. Submit the **ORIGINAL** form (copies are not accepted):

- By Mail: Clark County Clerk's Office
Attn: FFN
Box 551604
Las Vegas, NV 89155-1604
- In person at one of our locations. Check our **Contact Us** page for current locations and hours at <https://weddings.vegas>

5. Include the correct **PAYMENT**:

- \$25 to file a New or Renewal FFN form
- \$20 to file a Termination form
- No fee to file a Mailing Address and Contact Update form
- Checks and money orders should be made payable to **County Clerk**