CITY OF LAS VEGAS
DEPARTMENT OF PLANNING
BUSINESS LICENSING DIVISION
333 N. Rancho Dr., 6th Floor
Las Vegas, NV 89106

Fax (702) 382-6642
TDD (702) 386-9108
E-mail us at license@lasvegasnevada.gov

Print Form

CHECKLIST/INSTRUCTIONS - ESCORT BUREAU

DEFINITIONS:

LVMC 6.36

Escort - any person who, for a salary, fee, commission, hire or profit makes himself or herself available to the public for the purpose of accompanying other persons for social engagements.

Escort Bureau - any business, agency or person, who for a fee, commission, hire or profit, furnishes or arranges for escorts to accompany other persons.

Escort Patron - any person who seeks the services of an escort bureau.

Escort Runner - any person who, for a salary, fee, hire or profit, and who is not a licensed owner of an escort bureau or is not an escort acts for an escort or escort bureau by contacting or meeting with escort patrons to make social arrangements.

National American Industry Classification System (NAICS Code): 812990

REQUIRED DOCUMENTS:

- ☐ Las Vegas Business License Application (Form #BL001)
- ☐ Temporary License Request - Optional - (Form #PL200)
- ☐ Financial Questionnaire (Form #PL124) and documentation to support sources of funding

Corporations:

- ☐ Most recent Financial Statements
- ☐ List of stockholders holding more than 10% and/or involved in the day-to-day operation
- ☐ List of officers and directors as filed with the Secretary of State
- ☐ Most recent Annual Report (publicly traded); or
- ☐ Most recent Form 10-K filed with SEC (publicly traded)
- ☐ Articles of Incorporation
- ☐ Organizational chart of related companies (if applicable)

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e., the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

Trusts:

- ☐ Complete Trust Agreement and Amendments
- ☐ List of all Trustees
- ☐ Organizational chart of related companies (if applicable)

Limited Liability Companies (LLC):

- ☐ Articles of Organization
- ☐ Operating Agreement
- ☐ List of members and contributions if not included in Operating Agreement
- ☐ Organizational chart of related companies (if applicable)

Partnerships:

- ☐ Partnership Agreement
- ☐ List of Partners if not in the Agreement
- ☐ Organizational chart of related companies (if applicable)

Limited Partnerships:

- ☐ Partnership Agreement
- ☐ List of Partners and contributions
- ☐ Organizational chart of related companies (if applicable)

Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application will not be accepted):

- ☐ Personal History Form (Form #PL125)
- ☐ U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- ☐ One (1) current photo of head and shoulders, passport size--approximately 2" x 2" **(Must be less than 6 months old)**
- ☐ Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- ☐ Certified copy of Birth Certificate
- ☐ Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- ☐ Naturalization Certification
- ☐ Copy of Permanent Resident Card
- ☐ Employment Authorization Card

OTHER DOCUMENTS:

- ☐ Location Lease Agreement or proof of property ownership
- ☐ Filed stamped copy of Certificate of Business Fictitious Firm Name
- ☐ Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- ☐ Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- ☐ Work Card

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- ☐ Initial Processing Fee: $100.00
- ☐ Initial License Fee: $1,000.00
- ☐ Semi-annual License Fee: $1,000.00 or 1% of total gross sales, whichever is greater
- ☐ Temporary License Request Fee (optional): $500.00
- ☐ Waiver Request Fee (if applicable): $100.00 per person

LVMPD Suitability Fees:

- ☐ $150.00 per person being investigated
- ☐ $200.00 per privilege license

Notary Fees:

- ☐ If your items need to be notarized, a license technician can assist you with this during your appointment for an additional $5.00 per signature.

ADDITIONAL REQUIREMENTS:

- ☐ Special Use Permit (SUP) may be required.
- ☐ All Escort and Escort Runners must obtain and maintain a work card issued the Las Vegas Metropolitan Police Department.
- ☐ The Escort Bureau must maintain a physical office location to conduct business. The location cannot be within 500 feet of any residentially zoned property or 1,500 feet from any church, school, child care facility or park. No business can be transacted with patrons on the property. There can be not on-site signage or other advertising of any kind, whether on the property or elsewhere, which advertises the address or physical location of the business.
- ☐ The Escort Bureau must furnish each patron with a contract that clearly states services performed and length of time. The contracts must be sequentially numbered and must contain a statement that prostitution is illegal in the City of Las Vegas. The bureau must maintain a record of employment of all escorts and escort runners and must advise Business Licensing in writing within five (5) days of termination.
- ☐ An escort must be at least 18 years of age.

RELATED LICENSES/PERMITS:

- ☐ Escort Permit
- ☐ Escort Runner Permit

PERMIT REQUIREMENTS:

- ☐ A letter of intent from a licensed escort bureau.
- ☐ For escorts, a letter from a licensed physician stating that the applicant is free from any communicable disease.
- ☐ Applicant can only be permitted at only one escort bureau at a time. Permit cannot be renewed without evidence from a licensed physician that he/she is free from a communicable disease.
- ☐ To transfer to another licensed escort bureau, you must complete the following:
  - ☐ Complete an application for a change of location
  - ☐ Submit a letter of intent from the new escort bureau
  - ☐ Pay change of location processing fee of $100.00
- ☐ Escort must surrender their permit to Business Licensing within five (5) days of termination of employment.
- ☐ Loss of the permit must be reported to Business Licensing within five (5) days after knowledge of the loss occurs. A replacement permit can be issued upon payment of $5.00
- ☐ Personal History Form (Form #PL125)
- ☐ FEES:
  - ☐ Processing Fee: $100.00
  - ☐ Semi-annual License Fee: $125.00
  - ☐ Suitability Fee: $150.00 per person being investigated (LVMPD)

*** IMPORTANT ***

Applications are taken by appointment only, Monday through Thursday.
Call **(702) 229-1840** for appointment.
If you are more than 15 minutes late, your appointment will be cancelled.
Incomplete applications will not be accepted and your appointment will be cancelled.
You will need to call back to reschedule.

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit
- Employee Listing

If we make any copies, you will be charged $1.00 per page.
Notary services are also offered in our office for a fee.