

## Parent/Teacher/Student Applicant instructions

### Step 1: Go to the Website

- a) Go to [vrnevada.nv.gov](https://vrnevada.nv.gov)
- b) Click **Apply Here**
- c) Complete the **Step 1** questions
- d) At **Step 2**, scroll down to find the **DocuSign applications**

### Step 2: Choose the Correct Application

- **The student is 18 or older:** Select **Adult Application** (use this even if the student lives with a parent).
- **The student is under 18:** Select **Pre-Employment Application** (parent completes the application).
- **The student is 18 or older with a court-appointed guardian:** Select **Adult Guardian Application** (guardian completes the application).

### Step 3: Complete the Application

#### Adult Application (One Signature)

- a) Enter the applicant/student's name and email.
- b) Click **Begin Signing**.
- c) Complete and submit the application.
- d) A copy will be emailed to the address entered.

#### Pre-Employment & Adult Guardian Applications (Two Signatures)

##### Parent/Guardian Part:

- a) Enter the parent/guardian's name and email.
- b) Enter the student's name and parent/guardian's email
- c) Click **Begin Signing**.
- d) Complete the parent/guardian section, signature and initials and click **Finish**.

##### Applicant/Student Part:

- a) The parent/guardian receives the second part of the application in an email from DocuSign.
- b) Open the email and click in the blue box that says **Review Documents**.
- c) The applicant/student initials and signs. **Do not change the applicant's name on the signature.**
- d) Click **Finish**. A copy of the completed application will be emailed.

### Important Reminders

- No physical ID is required at time of application.
- You must know the student's Social Security number.

<https://vrnevada.nv.gov/>