# OFFICE OF THE ATTORNEY GENERAL
# PUBLIC RECORDS REQUEST FORM

***Please note that this form is intended for a request for records held by the Office of the Nevada Attorney General. Requests for records of Nevada state agencies must be submitted directly to the records officer for that state agency.***

| **Date of Request** | |
|---|---|
| **Requestor Contact Information** | |
| Name: | |
| Organization: | |
| Address: | |
| City, State, Zip: | |
| Phone: | |
| E-mail: | |

| **Records Requested:** |
|---|
| Records held by the Office of the Nevada Attorney General: ☐ Yes ☐ No |
| Check one: ☐ Paper copies ☐ Electronic copies ☐ Certified copies ☐ Inspection (in person) |
| *Please be specific and include as much detail as possible regarding the records you are requesting.* |

| *To complete an estimate, the agency will need the following information:* | | | |
|---|---|---|---|
| ☐ I will pick up | ☐ Please FedEx<br>*Fed Ex billing number:* | ☐ Please send USPS | ☐ E-mail (if format allows) |

| **Statement** | |
|---|---|
| ☐ I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the records indicated above if the estimated cost is expected to be over $25.00, which I will be required to pay in full prior to inspection or reproduction. Materials will be held for 30 days. | |
| **Requester Signature** | _____<br>Signature |

**Office Use Only**

| **Request status:** | | **Estimate:** | |
|---|---|---|---|
| Date | | | |
| _____ | Request received | Estimate: | $ _____ |
| _____ | Receipt acknowledgement issued | Date deposit received | _____ |
| _____ | Request filled | Actual (if different): | $ _____ |
| _____ | Estimated completion | Date final payment received | _____ |
| _____ | Estimate provided | Completed by | _____ |
| _____ | Request denied in whole | | |
| _____ | Other: | *Retain request form for 90 days following completing of request.*<br>*RDA 2009047* | |

**Office of the Attorney General**
**100 North Carson Street – Carson City, Nevada 89701 - Facsimile: 775-684-1108**
**555 East Washington Avenue – Las Vegas, Nevada 89101 - Facsimile: 702-486-3768**
**Attention: Meg Caldwell, Public Records Coordinator**