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 *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	_____ 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.* *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