



**STATE OF NEVADA - PUBLIC RECORDS REQUEST**

**Deliver, Mail, or Fax to:**

**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**

<b>Date of Request</b>	
<b>Requestor Contact Information</b>	
Name:	
Organization:	
Address:	
City, State, Zip:	
Phone:	
E-mail:	

<b>Records Requested:</b>	
Check one: <input type="checkbox"/> Paper copies <input type="checkbox"/> Electronic copies <input type="checkbox"/> Certified copies <input type="checkbox"/> Inspection (in person)	
<i>Please be specific and include as much detail as possible regarding the records you are requesting.</i>	

<i>To complete an estimate, the agency will need the following information:</i>			
<input type="checkbox"/> I will pick up	<input type="checkbox"/> Please FedEx <i>Fed Ex billing number:</i>	<input type="checkbox"/> Please send USPS	<input type="checkbox"/> E-mail (if format allows)

<b>Statement</b>	
<input type="checkbox"/> 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.	
<b>Requester Signature</b>	_____ Signature

Request status:		Office Use Only		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:				