



# OFFICE OF THE ATTORNEY GENERAL

## PUBLIC RECORDS REQUEST FORM

*Please note: this form is intended to request records controlled by the Office of the Nevada Attorney General. Requests for records of other Nevada State agencies must be submitted directly to that State agency.*

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

<b>Records Requested:</b>	
Records held by the Office of the Nevada Attorney General: <input type="checkbox"/> Yes <input type="checkbox"/> No	
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:				
				<i>Retain request form for 90 days following completing of request. RDA 2009047</i>	

**Office of the Attorney General**  
 100 North Carson Street, Carson City, Nevada 89701 - Fax: 775-684-1108  
 1 State of Nevada Way, Suite 100, Las Vegas, Nevada 89119 - Fax: 702-486-3768  
 Attention: Public Records Coordinator