



Public Records Request

State of Nevada, Division of Human Resource Management

Attention: Bachera Washington, Division Administrator

515 E. Musser Street, Suite 100

Carson City, NV 89701

or

FAX to: (775) 684-0122

Date of Request:	
Name:	
Organization:	
Address:	
City, State, Zip:	
Phone:	
E-mail:	

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:

<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)
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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.

Requestor Signature	_____
	Signature

Office Use Only

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