STATE OF NEVADA

NEVADA OFFICE OF EMERGENCY MANAGEMENT | HOMELAND SECURITY

HELPING PEOPLE BEFORE, DURING, AND AFTER EMERGENCIES

Public Records Request

Deliver, Mail, or Fax to:
NDEMPublicRecordsRequest@dem.nv.gov
2478 Fairview Dr. Carson City, NV 89701
Fax: (775) 687-0322 • Phone: (775) 687-0300
Attention: Public Records Officer

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:

☐ I will pick up	☐ Please FedEx *Fed Ex billing number:*	☐ Please send USPS	☐ E-mail (if format allows)

Statement

☐ I understand there may be 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

Date		Date	
_____	Request received	_____	Attorney General's Office notified
_____	Receipt acknowledgement issued	_____	Director's Office notified
_____	Request filled		
_____	Estimated completion		
_____	Estimate provided		
_____	Request denied in whole		
_____	Other		

Retain request form for 90 days following completing of request.
RDA 2009047