



STATE OF NEVADA

Public Records Request

5500 Snyder Avenue
Carson City, Nevada 89701

Department of Corrections (NDOC)

email: info@doc.nv.gov

fax: 775-887-3253

Attention: Public Records Officer

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

Records Requested:
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)

Statement	
<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.	
Requester Signature	_____ 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:				

Retain request form for three (3) calendar years from the end of the calendar year in which the response was completed according to RDA 2015013