Public Records Request

Department of Business and Industry, Housing Division
Carson City Office: 1830 College Parkway, Suite 200 Carson City, NV 89706
Email: nhdinfo@housing.nv.gov

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

Records Requested:

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 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

Office Use Only

Request status:		**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:*		