



STATE OF NEVADA
Public Records Request
 Deliver, Mail, or Fax to:
 Nevada Dept. of Veterans Services
 6880 S. McCarran Blvd., Building A, Suite 12
 Reno, NV. 89509
Attention: Public Records Officer, Terri Hendry

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

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