



STATE OF NEVADA  
**Public Records Request**

Deliver, Mail, or Fax to:  
 Nevada Dept. of Veterans Services  
 9400 Gateway Dr., Suite A  
 Reno, NV 89521

**Attention: Public Records Officer, Terri Hendry**

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

<b>Records Requested:</b>
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)

<b>Statement</b>	
<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.	
<b>Requester Signature</b>	_____ 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:	
	<i>Retain request form for 90 days following completing of request. RDA 2009047</i>