



# NEVADA STATE CONTRACTORS BOARD

5390 KIETZKE LANE, SUITE 102, RENO, NV, 89511 (775) 688-1141 FAX (775) 688-1271, INVESTIGATIONS (775) 688-1150  
 8400 WEST SUNSET ROAD, SUITE 150, LAS VEGAS, NV, 89113 (702) 486-1100 FAX (702) 486-1190, INVESTIGATIONS (702) 486-1160  
 www.nscb.nv.gov

## PUBLIC RECORDS REQUEST FORM

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

<b>Records Requested:</b>
<i>Please be specific and include as much detail as possible regarding the records you are requesting.</i>

<b>Please specify the preferred method of receiving the requested records.</b>			
<input type="checkbox"/> I will pick up	<input type="checkbox"/> Please FedEx <i>FedEx billing number:</i>	<input type="checkbox"/> Please send USPS	<input type="checkbox"/> E-mail <i>(if size &amp; format allows)</i>

<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 \$10.00, which I will be required to pay in full prior to inspection or reproduction. Materials will be held for 30 days.	
<b>Submit Request</b>	<b>Print Form &amp; Mail or Fax to NSCB</b>

For Office Use Only		
Date		
_____	Request received	Estimate: \$ _____
_____	Request filled	Amount Paid: \$ _____
_____	Estimate provided	Date Payment Received: _____
_____	Request denied in whole	Receipt Number: _____
_____	Other	Completed By: _____