

STATE OF NEVADA



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Department of Business & Industry OFFICE OF THE LABOR COMMISSIONER

www.labor.nv.gov

REQUEST FOR PERSONNEL RECORDS

Pursuant to Nevada Revised Statutes (NRS) section 613.075 a Request for Personnel Records is being submitted and the employee has satisfied the following: (1) The employee requesting this information must have been employed for at least 60 days; (2) The request has been, and must be made within 60 days of the employee's termination or resignation; and (3) The undersigned employee has requested, **IN WRITING**, that a copy of their personnel records be provided to them.

***A copy of the Request for Personnel Records submitted IN WRITING needs to be submitted with this form.**

Employee Name: _____

Mailing Address: _____

City, State, Zip: _____, _____

Phone #: _____

Email Address: _____

Company Name: _____

Mailing Address: _____

City, State, Zip: _____, _____

Email Address: _____

Person to Contact: _____ Phone #: _____

Starting Date Requested: _____ Ending Date Requested: _____

I am/was employed for 60 days or more: Yes No

In accordance with NRS section 613.075(b), I authorize the Nevada State Labor Commissioner to make a demand upon my former employer to secure my personnel records.

If I do not pick up records within 30 days of being notified, I understand the records will be destroyed and I cannot ask for them again.

Signature

Date

Request # _____
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