

# STATE OF NEVADA

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[www.labor.nv.gov](http://www.labor.nv.gov)

## REQUEST FOR PERSONNEL RECORDS

The employee requesting this information must have been employed for at least 60 days. This request must be made within 60 days of the employee's termination or resignation. The undersigned employee has requested, in writing, that a copy of their personnel records be provided to them.

**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 Nevada Revised Statutes 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 # \_\_\_\_\_  
OLC 2023

