

# STATE OF NEVADA

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DIRECTOR



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## Department of Business & Industry OFFICE OF THE LABOR COMMISSIONER

### PUBLIC RECORDS REQUEST

Date of Request: \_\_\_\_\_

#### Requestor's Information

Name: \_\_\_\_\_  
 Organization (if applicable): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Telephone number: (\_\_\_\_) \_\_\_\_\_      Msg. telephone number: (\_\_\_\_) \_\_\_\_\_  
 Email address: \_\_\_\_\_  
 Contact preference:     telephone                       email

#### Type of Records Requested

Check One:             paper copies             electronic copies             certified copies  
                           in person inspection

Please be specific and include as much detail as possible regarding the records you are requesting. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### The agency will need the following information to complete an estimate of the reproduction and shipping costs.

<input type="checkbox"/> Will pick up at agency	<input type="checkbox"/> Ship FedEx <i>Fed Ex billing number:</i>	<input type="checkbox"/> Send USPS	<input type="checkbox"/> Email (if format allows)
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#### Requestor's Acceptance of Cost Estimate and Terms

I understand there is a charge for copies of public records and I will receive a written estimate for production of the records, indicated above, if the estimated cost is over \$25.00. I understand I will be required to pay the estimated cost prior to reproduction of any documents. Documents will be held for 30 days and destroyed after that. I understand there are no refunds.

Requestor's Signature: \_\_\_\_\_

#### *For Official Use Only*

	Request Status:	Cost Estimate & Payment
<u>Date</u>	Request Received	Estimate: _____
_____	Request Acknowledgement Sent	Date Deposit Received: _____
_____	Estimate Completed	Actual (if different): _____
_____	Estimate Provided to Requestor	Date Final Payment Received: _____
_____	Request Filled	Completed by: _____
_____	Request Denied	
_____	Other (specify): _____	