

State of Nevada Public Records Request

Deliver, mail or e-mail to:
 Nevada Department of Agriculture
 405 S. 21st Street, Sparks, NV 89431
 Attn: Public Records Officer
cressel@agri.nv.gov



Date of Request:			
Requestor Contact Information			
Name:			
Organization:			
Address:			
City, State, Zip:			
Phone:			
E-mail:			
Records Requested			
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)
Statement			
<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.			
Requester Signature	_____ Signature		

Office Use Only

Request status:	Estimate:																								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; text-align: center;">Date</td> <td style="width:80%;">Request received</td> </tr> <tr> <td>_____</td> <td>Receipt acknowledgement issued</td> </tr> <tr> <td>_____</td> <td>Request filled</td> </tr> <tr> <td>_____</td> <td>Estimated completion</td> </tr> <tr> <td>_____</td> <td>Estimate provided</td> </tr> <tr> <td>_____</td> <td>Request denied in whole</td> </tr> <tr> <td>_____</td> <td>Other:</td> </tr> </table>	Date	Request received	_____	Receipt acknowledgement issued	_____	Request filled	_____	Estimated completion	_____	Estimate provided	_____	Request denied in whole	_____	Other:	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">Estimate:</td> <td style="width:40%;">\$ _____</td> </tr> <tr> <td>Date deposit received</td> <td>_____</td> </tr> <tr> <td>Actual (if different):</td> <td>\$ _____</td> </tr> <tr> <td>Date final payment received</td> <td>_____</td> </tr> <tr> <td>Completed by</td> <td>_____</td> </tr> </table> <p style="text-align: center;"><i>Retain request form for 90 days following completing of request. RDA 2009047</i></p>	Estimate:	\$ _____	Date deposit received	_____	Actual (if different):	\$ _____	Date final payment received	_____	Completed by	_____
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405 South 21st St.
Sparks, NV 89431

2300 East St. Louis Ave.
Las Vegas, NV 89104

4780 East Idaho St.
Elko, NV 89801