



**STATE OF NEVADA
LOCAL GOVERNMENT EMPLOYEE-MANAGEMENT
RELATIONS BOARD
Public Records Request**

Deliver, Mail, or Fax to:
2501 E. Sahara Avenue, Suite 203
Las Vegas, NV 89104
Fax: (702) 486-4355

Or E-mail requests to:
Marisu Romualdez Abellar
Executive Assistant
emrb@business.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 might be 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%;"> <tr> <td style="width: 20%; text-align: center;">Date</td> <td>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%;"> <tr> <td>Estimate: \$ _____</td> </tr> <tr> <td>Date deposit received _____</td> </tr> <tr> <td>Actual (if different): \$ _____</td> </tr> <tr> <td>Date final payment received _____</td> </tr> <tr> <td>Completed by _____</td> </tr> </table>	Estimate: \$ _____	Date deposit received _____	Actual (if different): \$ _____	Date final payment received _____	Completed by _____
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<i>Retain request form for 90 days following completing of request.</i>																				