



STATE OF NEVADA – PRIVATE INVESTIGATORS LICENSING BOARD
PUBLIC RECORDS REQUEST FORM

Please note that this form is intended for a request for records held by the Private Investigators Licensing Board. Requests for records of Nevada state agencies must be submitted directly to the records officer for that state agency.

Date of Request	
Requestor Contact Information	
Name:	
Organization:	
Address:	
City, State, Zip:	
Phone:	
E-mail:	

Records Requested:
Records held by the Private Investigators Licensing Board: <input type="checkbox"/> Yes <input type="checkbox"/> No
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:	
Date	Request received	Estimate:	\$ _____
_____	Receipt acknowledgement issued	Date deposit received	_____
_____	Request filled	Actual (if different):	\$ _____
_____	Estimated completion	Date final payment received	_____
_____	Estimate provided	Completed by	_____
_____	Request denied in whole		
_____	Other:		

*Retain request form for 90 days following completing of request.
RDA 2009047*

Private Investigators Licensing Board
Attention: Lori Irizarry, Chief of Operations
3110 S. Durango Dr. Ste 203 | Las Vegas, NV 89117 | (702) 486-3003
704 W. Nye Lane Ste 203 | Carson City, NV 89703 | (775) 687-3226