

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
**REAL ESTATE DIVISION**  
3300 W. Sahara Avenue, Suite 350, Las Vegas, NV 89102  
(702) 486-4036 / Fax: (702) 486-4275  
[RecordRequests@red.nv.gov](mailto:RecordRequests@red.nv.gov) / <https://red.nv.gov>

**Public Record Request Pursuant to NRS 239**

PRINT LEGIBLY OR TYPE ALL INFORMATION

**Instructions:**

All requests must be made in writing and signed.

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**Section A: Requestor Information**

Name:

Phone Number:

Fax Number:

Email Address:

Mailing Address:

City:

State:

Zip Code:

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**Section B: Record(s) Requested**

Describe the record(s) you are requesting. Please be as specific as possible and include enough detail to assist Division staff in locating the record(s). Include relevant dates or date range. For multiple records, you may attach additional pages.

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**Section C: Receiving Record(s)**

Please specify the preferred method of receiving the record(s).

- ☐ By postal mail at the mailing address above.
- ☐ Electronic format: By email at the email address above or a flash drive/CD mailed to requestor's mailing address.
- Please note:*** If you choose to receive the records by electronic format there will be a per page cost if the document is not available electronically.
- ☐ Will pick up from the Division office.

I understand that copying and other associated fees may apply and that records will not be released until payment is received. (You will be given an estimate of the charges prior to copying.)

Requestor Signature (Required):



Date:

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**DIVISION STAFF USE ONLY**

Date Received:                      An estimate of                      provided on                      by

Request Status:    ☐ Information provided, and request completed  
                         ☐ Information not provided  
                         ☐ Request withdrawn

Payment Received:  
Amount Paid:

Date Records Provided: