

**STATE OF NEVADA
BOARD OF PAROLE COMMISSIONERS**

PUBLIC RECORDS REQUEST

(Revised 5/14/2015)

All requests for public records will be responded to in accordance with the provisions of Chapter 239 of Nevada Revised Statutes and the Nevada Board of Parole Commissioners policies and procedures. Our policy is to fill a request within 5 working days or less. If extraordinary use of personnel or technology is necessary, the request could take longer.

This section to be completed by the requestor.

Date of Request	
Name of Requestor	Email:
Address	
Telephone	

Documents Requested

(Please be specific as possible and include names and dates of the documents, if you know them. This will help us respond to your request as quickly as possible)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Requester Signature: <small>(Typed, if securely submitted.)</small>
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This section to be completed by the employee receiving the request.

Fees charged:	Fees received:
Date request completed:	Employee signature:

Attorney General determination of access, if document is known as a public record.

Date Sent:	Date Returned:	Access Granted (Click one)	YES; NO
Reason for Denial:			

Copy: Requestor / Board File / Attorney General (if applicable)

Please go to the next page to print, save and/or securely submit this document.

1. The application may be submitted via mail, in person or electronically, but first, print and save a copy of your completed application. You may use the buttons below if desired.
2. Electronic Submission: If you wish to submit this document via email or through a secure server, select the appropriate submission button below.
3. Mail/In Person: You may send, or deliver in person, the application and notarized, signed waiver to:

State of Nevada
Board of Parole Commissioners
1677 Old Hot Springs Road, Suite A
Carson City, NV 89706