

# Electronic Public Records Request

## IMPORTANT

1. If the terms of your parole do not allow you to use the internet, do not violate them by submitting this form electronically. Your parole will be revoked.
2. In compliance with SB 286, this form may be SECURELY transmitted by clicking the green button at the end of this form.

**Important: Please do not fill out this form on line.** This is a .pdf form, and for the "Save" feature to work, you must download the file. If this file opens in your browser, save it to your computer and then fill it out. There is a green button at the end of the form will allow you to securely submit it.

Please proceed to the next page. Thank you.

Caution: Clicking the red button will remove all of the information in this form.

**NEVADA BOARD OF PAROLE COMMISSIONERS  
PUBLIC RECORDS REQUEST FORM**

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	
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: (Typed, if securely submitted.)
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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.

You are almost done. Make sure that you have printed and saved this form **and any additional copies**, if you needed more space. Then, securely submit them, mail them, or deliver them to our Carson City office:

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