



**Department of Administrative Services
Code Enforcement Unit
Public Response Office**

4701 W. Russell Rd 1st Floor • Las Vegas NV 89118 • (702) 455-4191 • (702) 455-2080
Email: PublicResponseInfo@clarkcountynv.gov



PUBLIC RECORDS REQUEST FORM

Requestor information must be provided - if fields are left empty the request will not be fulfilled

Date: _____

Requestor's Name: _____ Phone: _____

Address: _____
(Street, City, State, Zip Code)

Please provide a Case Number, Address of Inquiry, or Description of your request:

Choose ONE of the following options:

- Fax to:** _____
(Fax Number)
- Email to:** _____
(Email Address)
- Mail to:** _____
(Street, City, State, Zip Code)

SIGNATURE

DATE

****Please be advised that production of records, or a response to your request, may take up to 5 business days in accordance with NRS 239.0107. Records will be reviewed for redactions by the District Attorney.****

For Office Use Only

Request Received

Date _____
Time: _____

Date & Time Completed _____
Copy Fees: _____

Employee Signature: _____

Were these items [] Inspected [] Copied [] Sent electronically [] Denied (check all that apply)

Revised 9/16/2020