



## PUBLIC RECORDS REQUEST

Hand Deliver to:  
893 Southwood Blvd.  
Incline Village, NV 89451  
Attn: Public Records Officer

E-Mail to:  
info@ivgid.org  
Subject: Public Records Request

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

<b>Records Requested:</b>
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 the request, 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)

Office Use Only	
Request status:	
Date	
_____	Request received
_____	Receipt acknowledgement issued
_____	Request filled
_____	Estimated completion date
_____	Request denied in whole
_____	Other:

## Public Records Requests

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To submit a public records request:

- Please submit the request in writing; you may use the IVGID Public Records Request Form.
- You can submit your request any of the following ways:
  - Email to [info@ivgid.org](mailto:info@ivgid.org)
  - Mail to the IVGID, 893 Southwood Blvd., Incline Village, NV 89451

Please note:

- Requests should be as specific as possible and include the requester's contact information
- IVGID will respond to the request within five business days
- If the request cannot be fulfilled within five business days, IVGID will provide written notice of that fact, let the requester know the earliest date and time it reasonably believes the record will be available, and may work with the requester to focus the request so IVGID can respond as expeditiously as possible

## Fees for Public Records

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Per NRS [239.052](#), a government entity is permitted to charge a fee for the actual cost incurred in the provision of a public record. This includes, without limitation, the cost of ink, toner, paper, media, and postage.