



STATE OF NEVADA

Public Records Request

Deliver, Mail, or Fax to: Nevada State Board of Landscape Architecture
P.O. Box 34143, Reno, NV 89533
1575 Delucchi Lane, Reno, NV 89502
Phone & Fax: (775) 671-3424
Attention: Public Records Officer, Ellis Antuñez, Executive Director

Form with fields: Date of Request, Requestor Contact Information (Name, Organization, Address, City, State, Zip, Phone, E-mail)

Records Requested: Check one: Paper copies, Electronic copies, Certified copies, Inspection (in person). Please be specific and include as much detail as possible regarding the records you are requesting.

To complete an estimate, the agency will need the following information: I will pick up, Please FedEx (with Fed Ex billing number), Please send USPS, E-mail (if format allows)

Statement: I understand there is a charge for copies of public records. I understand I will receive a written estimate for production of the records indicated above if the estimated cost is expected to be over \$25.00, which I will be required to pay in full prior to inspection or reproduction. Materials will be held for 30 days. Requester Signature

Office Use Only: Request status: Date, Request received, Receipt acknowledgement issued, Request filled, Estimated completion, Estimate provided, Request denied in whole, Other. Estimate: Estimate: \$, Date deposit received, Actual (if different): \$, Date final payment received, Completed by. Retain request form for 90 days following completing of request. RDA 2009047