



**STATE OF NEVADA-BOARD OF COSMETOLOGY**

**PUBLIC RECORDS REQUEST FORM**

*Please note that this form is intended for a request for records held by the Board of Cosmetology. Requests for records of Nevada state agencies must be submitted directly to the records officer for that state agency.*

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

<b>Records Requested:</b>	
Records held by the Board of Cosmetology:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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>	

**To complete an estimate, the agency will need the following information:**

<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)
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<b>Statement</b>	
<input type="checkbox"/> 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.	
<b>Requester Signature</b>	_____ Signature

Request status:		Estimate:	
Date	Request received	Estimate:	\$ _____
_____	Receipt acknowledgement issued	Date deposit received	_____
_____	Request filled	Actual (if different):	\$ _____
_____	Estimated completion	Date final payment received	_____
_____	Estimate provided	Completed by	_____
_____	Request denied in whole		
_____	Other:		

*Retain request form for 90 days following completing of request.  
RDA 2009047*

**Nevada State Board of Cosmetology**  
**8945 W. Russell Road #200 – Las Vegas, NV 89148**  
**740 Del Monte Lane #12– Reno, NV 89511 Attention: Steven McDonald,**  
**Phone: (702) 508-0015**