



## Department of Business License Public Records Request Form

In accordance with NRS 239.010, et seq., the Department of Business License responds to all requests to inspect or provide copies of public records within 5 business days. In the event the Department cannot provide for the inspection or copying of a public record within 5 business days because the public record must be retrieved from an off-site location, is not within the Department's legal custody or control, is confidential in whole or in part, or will require a fee for certification and/or copying, the Department will so notify the requestor within 5 business days of receipt of the request and provide an alternative date and time that a requested record which is in the legal custody or control of the Department will be available for inspection or copying, subject to the redaction of any confidential information and the payment of any fees required for certification or photocopies. \*

Please complete all information below and mail or fax to:

**Department of Business License  
Custodian of Records  
500 Grand Central Pkwy  
Box 551810  
Las Vegas, NV 89155-1810  
Fax No. (702) 386-2168**

**Please Indicate Type of Request:**

Inspection (no cost)  
 Photocopies are \$1.00 per page  
 Certification is an additional \$6.00

**Requester**

Name:	Phone:	Date:
Company or Agency (if applicable):		
Address to send requested records:		

1. Please describe the record(s) you are requesting and any additional information (dates, type of records requested) that will help us locate the records for you as quickly as possible. Failure to provide sufficient information may cause delay.

Business License No.:	Business Name:	Business Address:
Documents Requested:		

The fee for copies is \$1.00 per page. \*If requested, the Custodian of Records will certify the documents; however the fee is an additional \$6.00. Certain business license information is also available on the Department of Business License database at [http://www.clarkcountynv.gov/depts/business\\_license/Pages/default.aspx](http://www.clarkcountynv.gov/depts/business_license/Pages/default.aspx) without charge.