



TOWN OF TONOPAH
PUBLIC RECORDS REQUEST FORM

Please note this form is intended for a request for records held by the Tonopah Town Office, and all departments of the Tonopah Town Office. Requests for records of the Town of Tonopah must be submitted directly to the Records Officer, Rebecca Braska in person at the Tonopah Town Office, 140 South Main Street, Tonopah, Nevada; USPS First Class Mail, Post Office Box 151, Tonopah, Nevada 89049; Email: bbraska@tonopahnevada.com

Date of Request

Requestor Contact Information

Name

Organization

Address

City, State, Zip

Phone

Email

Records Requested

Records held by a department of the Tonopah Town Office ☐ Yes ☐ No

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

Please state the purpose of your request (optional)

To complete an estimate, the Town will need the following information

Check one: ☐ I will pick up ☐ USPS First Class Mail ☐ Email ☐ Other _____

If you checked USPS or Email the address or email provided under the Requestor Contact Information will be used

Statement (check box to denote you have read and understand the following 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.

Requestor Signature

For Office Use Only

Date	Request Status	Estimate
_____	Request Received	Estimated Cost: \$ _____
_____	Receipt Acknowledgement Issued	Deposit Date Received: _____
_____	Request Filled	Actual Cost if Different): \$ _____
_____	Estimate Completed	Date Final Payment Received _____
_____	Estimate Provided	
_____	Request Denied in Whole	Request Completed By: _____