



**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](mailto:bbraska@tonopahnevada.com)***

<b>Date of Request</b>	
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**Requestor Contact Information**

<b>Name</b>	
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<b>Organization</b>	
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<b>Address</b>	
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<b>City, State, Zip</b>	
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<b>Phone</b>	
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<b>Email</b>	
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**Records Requested**

<i>Records held by a department of the Tonopah Town Office</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<i>Check one:</i>	<input type="checkbox"/> Paper copies	<input type="checkbox"/> Electronic Copies	<input type="checkbox"/> Certified Copies	<input type="checkbox"/> Inspection (in person)
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*Please be specific and include as much detail as possible regarding the records you are requesting*

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*Please state the purpose of your request (optional)*

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

<i>Check one:</i>	<input type="checkbox"/> I will pick up	<input type="checkbox"/> USPS First Class Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Other _____
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*If you checked USPS or Email the address or email provided under the Requestor Contact Information will be used*

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**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.*

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<b>Requestor Signature</b>	
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**For Office Use Only**

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