



**STATE OF NEVADA  
DIVISION OF MORTGAGE LENDING  
PUBLIC RECORDS REQUEST**

Deliver, Mail, Fax or E-mail to:  
3300 West Sahara Avenue, Suite 285, Las Vegas, NV 89102  
Fax: 702-486-0785 E-mail: [mldinfo@mld.nv.gov](mailto:mldinfo@mld.nv.gov)  
Attention: Public Records Officer

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

<b>Records Requested:</b>	
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>	

<i>The Division will need the following information:</i>			
<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)

<b>Statement</b>	
<input type="checkbox"/> I understand there is a charge for copies of public records. NOTE: The Fee Schedule is listed on the Division website at <a href="http://www.mld.nv.gov">www.mld.nv.gov</a> .	
<b>Requestor Signature</b>	Signature

**Office Use Only**

Request status:	Estimate:																								
<table style="width: 100%;"> <tr> <td style="width: 15%; text-align: center;">Date</td> <td style="width: 85%;">Request received</td> </tr> <tr> <td>_____</td> <td>Request acknowledged issued</td> </tr> <tr> <td>_____</td> <td>Request filled</td> </tr> <tr> <td>_____</td> <td>Estimated completion</td> </tr> <tr> <td>_____</td> <td>Estimate provided</td> </tr> <tr> <td>_____</td> <td>Request denied in whole</td> </tr> <tr> <td>_____</td> <td>Other:</td> </tr> </table>	Date	Request received	_____	Request acknowledged issued	_____	Request filled	_____	Estimated completion	_____	Estimate provided	_____	Request denied in whole	_____	Other:	<table style="width: 100%;"> <tr> <td style="width: 15%; text-align: right;">Estimate:</td> <td style="width: 85%;">\$ _____</td> </tr> <tr> <td style="text-align: right;">Date deposit received</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Actual (if different):</td> <td>\$ _____</td> </tr> <tr> <td style="text-align: right;">Date final payment received</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Completed by</td> <td>_____</td> </tr> </table>	Estimate:	\$ _____	Date deposit received	_____	Actual (if different):	\$ _____	Date final payment received	_____	Completed by	_____
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<i>Retain request form for 90 days following completion of request.</i>																									