



OFFICE OF DOUGLAS COUNTY RECORDER

Shawnyne Garren

1616 8th Street, Minden, Nevada 89423

Recorder@douglasnv.us | Ph: (775) 782-9025 | Fax: (775) 783-6413

REQUEST FOR PUBLIC RECORDS/BOOKS

Date/Time of Request: _____

Received By: _____

Requestor's Name: _____

Requestor's Phone Number: _____

Requestor's Email Address: _____

Detailed Description of the Public Records or Public Books being Requested*:

Format for this information: ☐ Email ☐ Hard copy for pickup

*Please note, Nevada Revised Statutes Chapter 239 does not require the County to respond to general requests for information not contained in a public book or record nor does it require the County to generate a public record or public book that does not currently exist. To the extent County staff can efficiently provide answers to general requests, which do not identify a specific public record or public book, it will do so as long as it does not require an extraordinary amount of time or interfere with its required obligations and duties. Please note that under NRS 239.0107, County staff has until the end of the fifth business day after the request is made to furnish the public record/book or respond to the request.

Mailing Address: P.O. Box 218, Minden, NV 89423