



RECORDS REQUEST INSTRUCTIONS

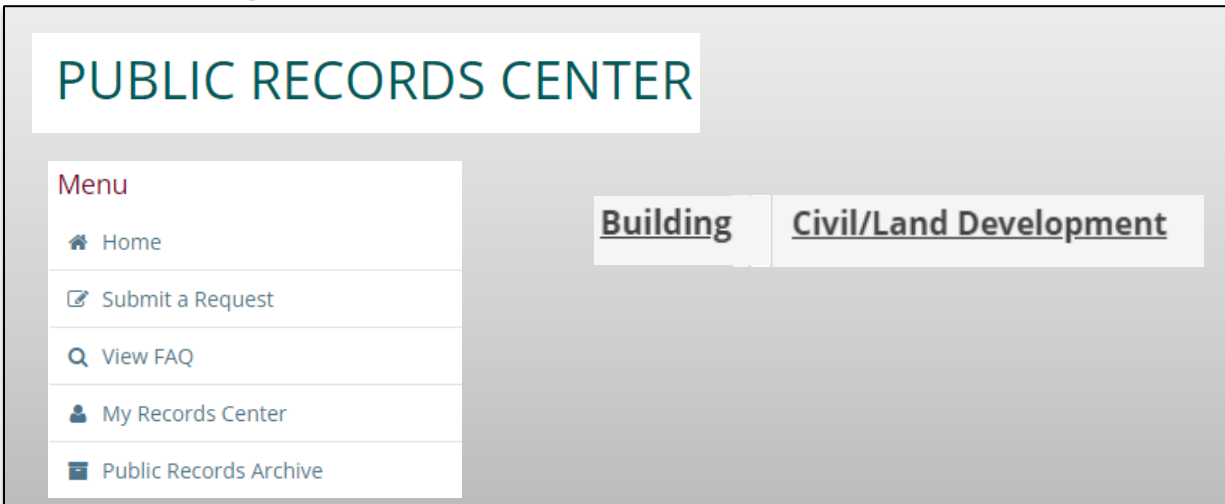
www.LasVegasNevada.gov/recordsrequest

Phone: (702) 229-6251 Fax: (702) 382-1240

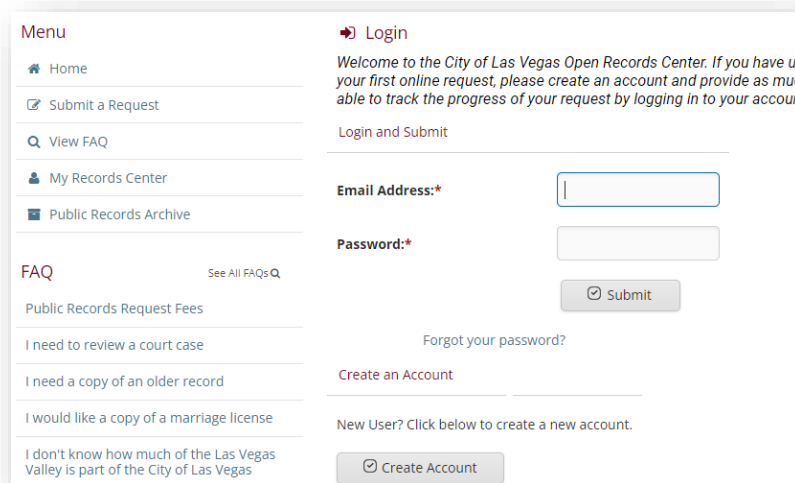
FOLLOW LINK PROVIDED: www.lasvegasnevada.gov/recordsrequest

Once it opens to this screen, you will follow the instructions provided.

1. Select Building



2. Create an account or login with existing credentials



Once your account has been created, log in and begin filling in the appropriate fields with the necessary information to fulfill your request. Please make sure to include the address of the records that are being requested.

The average request may take up to five business days.