

RECORDS REQUEST INSTRUCTIONS

www.LasVegasNevada.gov/recordsrequest

Phone: (702) 229-6251

FOLLOW LINK PROVIDED: <u>www.lasvegasnevada.gov/recordsrequest</u>

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

1. Select Building

PUBLIC RECORDS	CENTER	
Menu	Building	<u>Civil/Land Development</u>
🕼 Submit a Request		
Q View FAQ		
My Records Center		
Public Records Archive		

2. Create an account or login with existing credentials

Menu	 Login 	
🕷 Home	Welcome to the City of Las Vegas Open Records Center. If you have us your first online request please create an account and provide as muc	
🕼 Submit a Request	able to track the progress of your request by logging in to your account	
Q View FAQ	Login and Submit	
🎍 My Records Center	Email Address:*	
Public Records Archive		
	Password:*	
FAQ See All FAQs Q	Oct. II	
Public Records Request Fees	U Submit	
I need to review a court case	Forgot your password?	
I need a copy of an older record	Create an Account	
I would like a copy of a marriage license	New User? Click below to create a new account.	
I don't know how much of the Las Vegas	Create Account	

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.