



# REQUESTING RECORDS

Please visit: [www.lasvegasnevada.gov/recordsrequest](http://www.lasvegasnevada.gov/recordsrequest)

1. Click submit a public records request

## PUBLIC RECORDS CENTER

### Menu

- Home
- Submit a Request
- View FAQ
- My Records Center
- Public Records Archive

### FAQ

See All FAQs Q

- Public Records Request Fees
- I need to review a court case
- I would like a copy of a marriage license
- I need a copy of an older record
- I don't know how much of the Las Vegas Valley is part of the City of Las Vegas
- I need to locate a jailed inmate
- I would like a copy of a birth or death certificate
- Response time to my request

### Find Information

- Search for an answer to a specific question
- Browse frequently asked questions



### Submit a Public Records Request

- Submit a Public Records Request to the City



### My Public Request Records Center

- Track the status of requests, manage account information, and download your records by logging into your account.



2. Click General City records

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### General City Records

- Click here to submit a request for records provided by departments within the City of Las Vegas.



### Court Records

- Click here to submit a request for court records



### Police Records

Click here to be directed to the Las Vegas Metropolitan Police Department web site.



### 3. Click Development Services

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#### Development Services

- Public Works
- Building & Safety/Civil Plans & Land Development
- Planning
- Real Estate
- Business Licensing

#### Fire & Rescue Records

- Emergency Medical Records
- Fire Prevention Records
- Other Fire Records

#### Department of Public Safety

- Animal Control Records
- Detention Records
- Deputy City Marshal Records

#### Finance, Purchasing & Contract Records

#### Human Resource Records

#### Meeting Records

#### Other Records

#### Requests from Media

[Public Affairs Office](#)

### 4. Click Building and Safety

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#### Public Works

- Transportation (Signal Timing, School Flashers, and Traffic Study Requests)
- City Engineering (Project and Study Requests)
- Environmental (Water pollution Control Facility Project Requests)
- Right of Way

#### Building & Safety

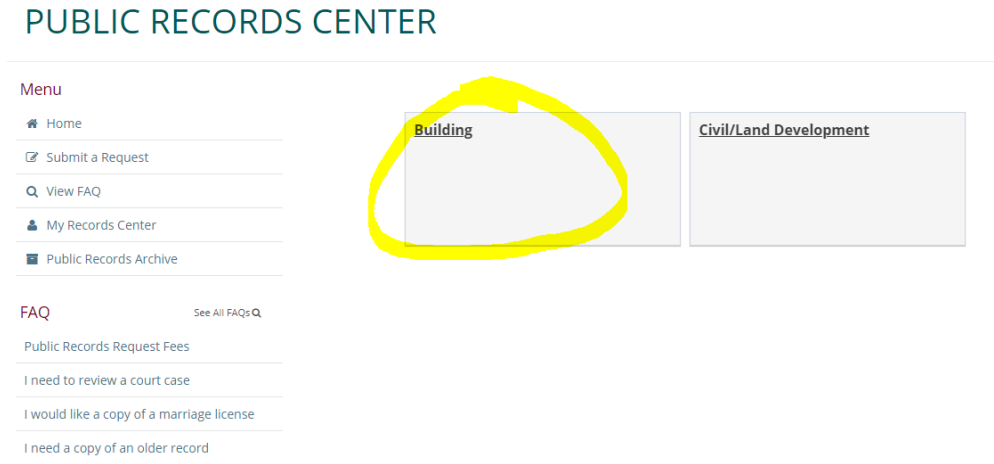
- Building Plans, Building Permits, Permit History, Certificates of Occupancy, Soils Report Structural Calculations, Correspondence, other documents in relation to buildings
- Civil Plans and Land Development

#### Planning

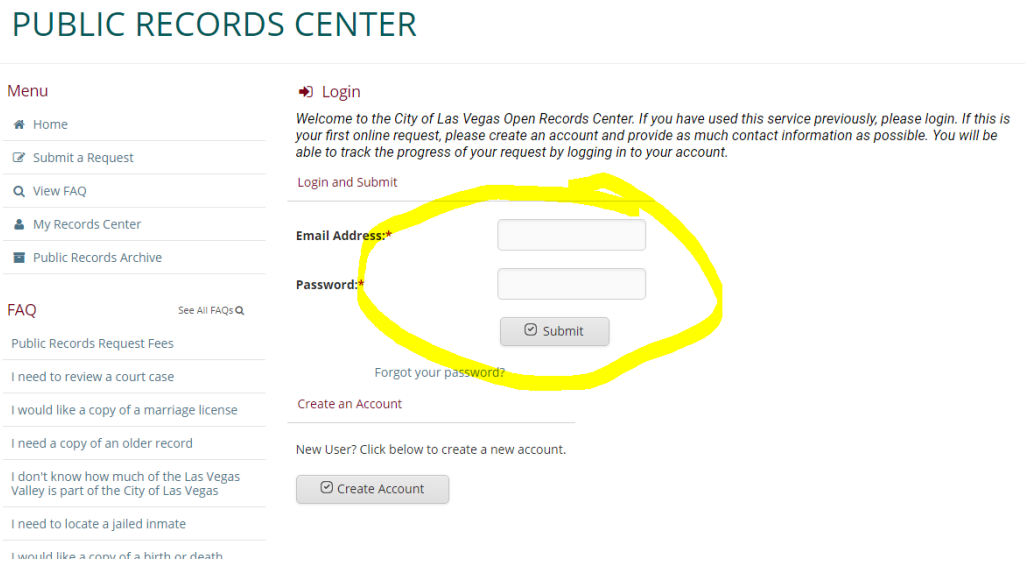
- Business Licensing (Business License Application & Violations)
- Code Enforcement (Information and Violations)
- Land Use Records



## 5. Click Building or Civil/Land Development



## 6. Create an account using your email address and create a password



Once your account is created, you will then log in and provide the address and any pertinent information of the records you are seeking.

The average request may take up to 5 business days.