



Request for Access to Restricted Records

To access and inspect restricted records held by NDOT, the following form must be completed, and the specified documentation must be provided to facilitate your request. Unless otherwise indicated in the form below, if access is granted to inspect restricted records, inspection will be conducted in person at NDOT Headquarters, 1263 South Stewart Street, Carson City, NV 89712.

Contact Information

First Name		Street Address	
Last Name		City	
Company		State, Zip Code	
		Email	
		Phone	

Attachments

Public Records Request Form	Copy of Driver's License, passport, or other photographic ID
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Purpose for Inspection/Access to Restricted Records

Purpose Exemption: If you meet the requirements of one of the following categories, you are exempt from the requirement to provide an access purpose. Please indicate which one of the following exemptions apply and provide the required documentation forming the basis for claiming such exemption as an attachment to this Public Records Request Form:

<input type="checkbox"/>	A state, county or city emergency manager. [NRS 239C.220 1(e)(1)]
<input type="checkbox"/>	A member or staff person of a terrorism early warning center or fusion intelligence center in Nevada. [NRS 239C.220 1(e)(2)]
<input type="checkbox"/>	An employee of any firefighting or law enforcement agency, if the head of the agency has designated the employee as having an operational need to inspect restricted documents. [NRS 239C.220 1(e)(3)]
<input type="checkbox"/>	An employee of a public health agency, if the agency is one that would respond to a disaster and if the head of the agency has designated the employee as having an operational need to inspect restricted documents. [NRS 239C.220 1(e)(4)]

Agency Name		Agency Head Designee	
Agency Head		Agency Designee Email	

Agency Head's Email		Agency Designee Phone	
Agency Head's Phone			

Restricted Document Inspection Restrictions: a public officer or employee shall observe any person while the person inspects a restricted document in a location and in a manner which ensures that the person does not copy, duplicate or reproduce the restricted document in any way. [NRS 239C.220 (2)]

Copy, Duplication, or Reproduction Exemption: A restricted document will **not** be copied, duplicated or reproduced **unless** one of the following conditions apply:

If none of the conditions below apply, you are not permitted to copy, duplicate, or reproduce the records in any way, including photography. You may take notes.

	Upon the lawful order of a court of competent jurisdiction. [NRS 239C.220 3(a)] Note: A certified copy of the court order must be included in the attachments to this access request.
	As is reasonably necessary in the case of an act of terrorism or other related emergencies. [NRS 239C.220 3(b)] Note: Verifiable documentation establishing whether the requesting party is entitled to this exemption must be included in the attachments to this access request.
	To protect the rights and obligations of a governmental entity or the public. [NRS 239C.220 3(c)] Note: Verifiable documentation establishing whether the requesting party is entitled to this exemption must be included in the attachments to this access request.
	A reporter or editorial employee who is employed by or affiliated with a newspaper, press association or commercially operated and federally licensed radio or television station and who uses the restricted document in the course of such employment or affiliation. [NRS 239C.220 3(d)] Note: Verifiable documentation establishing whether the requesting party is entitled to this exemption must be included in the attachments to this access request.
	Upon the request of a registered architect, licensed contractor, or a designated employee of any such architect or contractor who uses the restricted document in his or her professional capacity. [NRS 239C.220 3(e)] Note: Verifiable documentation establishing whether the requesting party is entitled to this exemption must be included in the attachments to this access request, including the requestor's contractor or architect license number and identification of the stated need or purpose for the review and copy, including a project name and project owner.

I have read and understand the information above, and I certify that the information I have provided is true and correct:

Print Name

Signature

Date