



DEPARTMENT OF BUSINESS AND INDUSTRY
REAL ESTATE DIVISION

www.red.nv.gov

PUBLIC RECORDS REQUEST FEE SCHEDULE

Fees for public records request will not be assessed until the total costs reach \$10.00. Fees include costs such as personnel time, copies and postage. If the costs for producing records are estimated to be more than \$10.00, records will not be produced until payment is received by the Real Estate Division. When estimated costs exceed \$10.00, the requestor will be notified in writing and required to remit full payment or a deposit.

Deposits Required: If the estimated total costs are projected to exceed \$25.00, a deposit will be required prior to staff processing a records request. If the final total costs are less than the deposit collected, the Division will refund the difference. If the final total costs are more than the deposit collected, the remaining balance will be required prior to records being released.

Personnel Time: Pursuant to NRS 239.055, a fee may be charged for extraordinary use of personnel or technological resources. Personnel time will be charged at the rate of the staff member qualified to provide or prepare the requested documents. Charges will be as follows:

- \$20.00 per hour per staff member (Grades 21-29)
- \$30.00 per hour per staff member (Grades 30-39)
- \$40.00 per hour per staff member (Grades 40+)

Copying fees:

- Black and white copies, up to 8.5" x 14" .05/per page
- Color, up to 8.5" x 14" .50/per page
- Compact Disc or Flash Drive \$5/per disc
- Certified copies \$2.50/per document

Court reporter transcripts: The fee charged for a copy of a court reporter transcription is set forth with the contract between the State of Nevada Purchasing Division and the court reporter.

Postage: All shipping will be sent by USPS standard mail unless alternative methods are requested. The requestor is responsible for postage fees.

Payment: Payment may only be made by cash (exact change), check or money order payable to the "Nevada Real Estate Division."