



Nevada State Contractors Board  
8400 West Sunset Road, Suite 150, Las Vegas, NV 89113  
5390 Kietzke Lane, Suite 102, Reno, NV 89511  
[www.nscb.nv.gov](http://www.nscb.nv.gov)

## Public Records Request and Fee Schedule

The Nevada State Contractors Board is committed to providing access to public records in accordance with NRS 239. All public records, the contents of which are not otherwise declared by law to be confidential, shall be open for inspection or to obtain copies.

Public records requests may be written or verbal. However, request involving an extraordinary use of personnel time, must be submitted in writing. To ensure you receive the desired record(s), it is preferable that requests are made using the Public Records Request Form.

Requests may be directed to either office of the Nevada State Contractors Board or submitted via email to: [publicrecordsrequest@nscb.state.nv.us](mailto:publicrecordsrequest@nscb.state.nv.us)

General licensee information and contractor listings are available on the Board's website at no charge.

If the costs for producing records are estimated to be more than \$10.00, records will not be produced until payment is received. When estimated costs exceed \$10.00, the requester will be notified and required to remit full payment or a deposit.

### General Fees:

- Black and white copies, up to 8.5" x 14" .....\$.05/per page  
(Fees for black and white copies will not be assessed for the first 50 pages)
- Color copies, up to 8.5" x 14" .....\$.50/per page
- Certified true copies .....\$.50/per page

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

**Court Reporter Transcripts:** In addition to the actual cost of the medium in which the copy of the transcript is provided, the fee charged for a copy of each page of the transcript is the fee per page set forth in the contract between the Nevada State Contractors Board and the court reporter.