



Las Vegas Municipal Court  
Records Management  
@ The Regional Justice Center  
200 Lewis Ave., P.O. Box 3950  
Las Vegas, NV 89127  
(702) 229-2236  
(702) 646-5057 - fax

### Request for Records Research

**NRS 179A.100 – Records of Criminal History and Information** allows for records that may be disseminated without restriction; records that must be disseminated upon request; information that must be disseminated regardless of written consent; information that must be disseminated only with written consent (effective March 1, 2008.)

**Records research** can be provided within the guidelines of the Municipal Court Records Retention Schedules, consistently and with legal responsibility in accordance with the law; it includes the following general categories:

- Driving Under the Influence                      7 years
- Domestic Violence                                      7 years
- Criminal    6 years
- Traffic citations    2 years

**A minimum of three (3) working days** is required to process research requests. When requests are complete they must be picked up within two (2) weeks; if they are not picked up in the allotted time, they will be destroyed and a new request will have to be submitted with the required payment. Please deliver your request for records research to Las Vegas Municipal Court (Front Counter-1<sup>st</sup> floor) or fax your request on letterhead to (646-5057).

**The cost for research** copies or electronic duplicates of records may be substituted in lieu of the original records and reasonable costs will be collected in advance. Fees associated with a research request are:

- \$1.00    each case researched
- \$1.00    each printed page\*
- \$3.00    each certified document per case

\*Standard page for copying fee purposes is letter/legal size paper (8 ½ x 11 or 8 ½ x 14) black and white reproduction and computer-generated reports produced on above size paper.

**1) Name of Person or Agency requesting information (please print):**

Name: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Address: \_\_\_\_\_  
(street) (city) (state) (zip code)  
Telephone(s): \_\_\_\_\_

**2) Purpose for records research:**

Employment \_\_\_\_\_ Immigration \_\_\_\_\_  
Dept. of Motor Vehicles \_\_\_\_\_ Other \_\_\_\_\_

**3) Check one:**

a. \_\_\_\_\_ **Full Record Check:** Includes all arrests, citations and dispositions for each within:

- i. seven (7) year period for DUI convictions
- ii. seven (7) year period for Domestic Violence convictions
- iii. six (6) year period for Criminal convictions
- iv. two (2) year period for Traffic citations

b. **A Full Record Check does not include certified documents unless requested and paid for**

c. \_\_\_\_\_ **Partial Record Check:** Research and dispositions for the items listed

d. \_\_\_\_\_ **Certified Documents Required**

**4) Name of person to be researched; include aliases, akas, etc. (please print)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_  
Social Security # \_\_\_\_\_  
Identification # \_\_\_\_\_

To comply with this request, the following information is required (please print):

<b>Violation Date</b>	<b>Citation/ Case #</b>	<b>Charge</b>	<b>Date of Conviction</b>	<b>Did an arrest occur (Y/N)</b>

Please deliver your request to Las Vegas Municipal Court (Front Counter-1<sup>st</sup> floor) or fax your request on letterhead, to 646-5057.

This form is a public record and will be retained for a period of one (1) year from creation.

**TO BE COMPLETED BY LAS VEGAS MUNICIPAL COURT**

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**Clerk's name (required):** \_\_\_\_\_  
**Date research requested:** \_\_\_\_\_  
**Date research completed:** \_\_\_\_\_  
**Date research picked up:** \_\_\_\_\_