

**Division of Water Resources
Copy Request Policy**

Reference: NRS § 533.435(1) (2), NRS § 239.0107, NRS § 239.030

Purpose: To provide guidelines for the processing of copy requests for the public.

Effective: 05/21/10

Revised: 01/2012

Policy

The public records of the Division of Water Resources (DWR) are available to the public for inspection and/or copying during normal business hours. The public may request copies of documents by completing the DWR Copy Request Form; copies shall be completed within five business days of receipt of the request. Copies may be picked up at the office, mailed, faxed or emailed.

Requests must include the file number, map number, or the description of the document. Faxed copy requests include the copy fee and the fee to fax the documents, the original copies will be mailed to the customer. Images or documents that are routinely scanned to the DWR's public website may be emailed at no charge. Images and documents that are scanned by request and are not routinely scanned to the DWR's public website will incur a scanning fee; there is no additional charge to email the documents unless they are larger than 10 megabytes. Documents larger than 10 megabytes will be saved to a CD or DVD and an additional charge for the disc will be included with the total cost. It is the policy of DWR not to save images or documents to an outside disc or flash drive due to security concerns.

Schedule of Fees

First/single page	\$1.00
Each additional page	\$0.20
Certifying copies	\$5.00 per certificate
Color copy/plots/plats	\$5.00/sq ft
24 x 32 Map color copy	\$26.00
24 x 32 Map B/W copy	\$10.00
Township Cards copy/scanned	\$6.00 (\$5.00 front/\$1.00 back)
Scanned maps/plots/plats	\$5.00 each
Scanned images/documents	\$1.00 first page
(25 page limit)	\$0.20 each additional page
Faxed copies (includes copy fee)	\$2.00 first page
(25 page limit)	\$0.40 each additional page
CD	\$10.00 each
DVD	\$25.00 each
Email copies no charge for <u>existing</u> scanned images	

Billing Policy

Copy request charges totaling over \$50.00 must be paid in advance and may not be completed prior to payment. Changes to copy requests must be made prior to completion of the copy job; failure to notify our office in a timely manner may result in billing charges.


Approved by Jason King, P.E., State Engineer

Date 1/20/12

State of Nevada
 Division of Water Resources
 901 S. Stewart St., Suite #2002
 Carson City, Nevada 89701
 Telephone: (775) 684-2800
 Fax: (775) 684-2811

NDWR DATE REC'D

Copy Request Form

Requests must include the file number, map number, or the description of the item. Failure to provide the necessary information may delay your request.
 Copy requests may take up to 5 days to complete in accordance with NRS 239.0107.

INVOICE #: _____

File(s) Requested: _____

Description of Request: _____

Map(s) requested: _____

MAIL PICKUP FAX CD DVD Email (circle)

Name/ Attn to: _____

Company Name: _____

Mailing Address: _____

Email Address: _____

Telephone: (____) _____ Fax: (____) _____

Billing Policy:
Total charges over \$50.00 MUST BE PAID IN ADVANCE.

FOR OFFICE USE ONLY

COPY TYPE	NUMBER OF COPIES	COST PER COPY	TOTAL
1 ST PAGE OF EACH FILE		\$1.00 ea.	
SINGLE COPY		\$1.00 ea.	
EACH ADDITIONAL COPY		\$0.20 ea.	
FAXED COPIES(25PG LIMIT) Includes copy fee		\$2.00 ea. 1 st pg. \$0.40 ea. additional page	
SCANNED DOCUMENTS (25PG LIMIT)		See Fee Schedule for Copies	
CERTIFIED COPIES		\$5.00 ea.	
MAPS			
24 x 32 B/W Copy		\$10.00 ea.	
Color Copy/plots/plats		\$5.00/sq ft	
Scanned Map/plots/plats		\$5.00 ea.	
DELIVERY METHOD			
CD (600MB LIMIT)		\$10.00 ea.	
DVD		\$25.00 ea.	
Date completed:	Initials:	TOTAL CHARGES: \$	