

Nevada Secretary of State

Public Records Fee Schedule



Fees

1. No fees will be assessed until total cost reaches \$10.00. All fees imposed will be invoiced detailing costs including personnel time, number of copies, and postage. If the cost of producing the records is estimated to be more than \$10.00, the records will not be produced until after payment is remitted.
2. **Cost Estimates.** When estimated costs exceed \$10.00, and before further processing, the requestor will be notified in writing and required to remit the full payment. If the final cost is less than estimated, the requestor will be refunded the difference.
3. **Personnel Time.** Pursuant to NRS 239.055, a fee may be charged for extraordinary staff time for processing, researching, copying, or legal/technical review. "Extraordinary staff time" is defined as any time over 30 minutes required to retrieve, inspect, and/or redact the record. See Op.Nev.Atty.Gen. No. 2002-32 (August 27, 2002). Personnel time will be charged at the rate of the staff person qualified to provide or prepare the requested information, except for copies orders pursuant to NRS 78.785.

Charges will be as follows:

- \$20 per hour per staff member (Grades 20-29).
- \$30 per hour per staff member (Grades 30-39).
- \$40 per hour per staff member (Grades 40+).

4. **Copying and scanning fees**

- Black & white, 8 1/2" x 11" page copy:
 - \$2.00 per page for documents from the Commercial Recordings Division, per NRS 78.785:
 - Articles of Incorporation, Articles of Organization, and other organizational documents for Title 7 entities
 - Initial, Annual and Amended Lists
 - Amendments to Articles of Incorporation
 - Uniform Commercial Code filings
 - Trademarks, Trade Names, Service Marks, Rights of Publicity
 - \$0.10 per page for documents from all other SOS divisions
- Scanned/electronic document: \$0.10 per page
- Electronic scanning to CD: \$5 per CD
- Certified Copies:
 - \$30.00 per document for Commercial Recordings documents, per NRS 78.785:
 - certifying a copy of articles of incorporation;
 - certifying a copy of an amendment to articles of incorporation, or to a copy of the articles as amended, or
 - certifying an authorized printed copy of the general corporation law as compiled by the Secretary of State.
 - \$2.50 per notarized document, as performed by a notary public in the SOS office, per NRS 240.100
 - \$20.00 per document for all other divisions, per NRS 225.140
- \$5.00 for a date-stamped copy of Declaration of Domestic Partnership application

5. **Postage.** All shipping will be USPS Parcel Post unless otherwise requested. The requestor may request that this office use a personal or business account with another delivery service, such as FedEx, UPS, etc., to pay for postage.
6. **Payment.** Full payment of estimated fees is required before any records will be provided. If the final cost is less than estimated, the requestor will be refunded the difference.

Payment may be made by cash, check (Payable to Nevada Secretary of State) or credit card. To pay by credit card, you must use the [credit card payment authorization form](#).