LOWER PLATTE NORTH
Natural Resources District

1616 County Road 17
Wahoo, NE 68066
(402) 443-4675
www.lpnnrd.org | lpnnrd@lpnnrd.org

PUBLIC INFORMATION REQUEST FORM

Pursuant to Nebraska Law, written requests for information or photocopies will receive a response within four business days, including either a fulfilment of the request, an explanation with an estimated completion date, or a written denial. If a request is extensive or difficult to process within the four-day period, we will provide a written explanation, a good faith estimated completion date, and an estimated charge for requested records. You will then have an opportunity to modify or prioritize your request.

The Lower Platte North NRD can charge a fee for records requested once the research time exceeds four hours. The agency may require a deposit before the request is fulfilled if the expected amount of time to complete the request exceeds four hours.

Your request must be sufficiently detailed so as to enable a government entity to identify the specific records sought. Please keep in mind that no State of Nebraska agency is required to create records or documents to fulfill a Public Records Request. If there is a required monetary deposit for your request, you will be notified accordingly.

Requestor Information			
First Name:		Last Name:	
Address:			
City:	State:	Zip:	County:
Phone:		Email:	
Category of Requestor	☐ NE Citizen ☐ Government ☐ Media ☐ Commercial ☐ Law Firm ☐ Education ☐ Other If "Other", please specify:		
Delivery Preference	☐ Email ☐ Regular Mail ☐ Pickup at NRD Office		
If this request is being made on behalf of another individual or entity, please provide additional contact information			
Name of Individual or Agency:			
Address:			
City:	State:	Zip:	County:
Phone:		Email:	
Detailed Description of Public Records Request			

By signing below, I certify that the information provided in this request is true and accurate to the best of my knowledge. I understand that a fee may apply if research time exceeds four hours, that a deposit may be required before the request is fulfilled, and that I will be notified of any estimated costs prior to processing.

Signature	*Printed Name*	*Date*

If you have any questions, please contact the NRD office at (402) 443-4675.

Lower Platte North Natural Resources District, 1616 County Road 17, Wahoo, NE 68066.