

**Nebraska Department of Agriculture (NDA)  
Public Records Request Form**

1. Specifically identify which documents/records you are requesting (including the time frame).
  
2. For what purpose will the documents be used? (Optional – but assists our staff when gathering documents.)
  
3. Is there any other information that will assist NDA in expediting your request?
  
4. Please indicate your preference:
  - View files at the NDA office.
  - I will copy or reproduce files (using personal equipment) at the NDA office.
  - Would like copies of files to be mailed by NDA\*.
  - Would like files e-mailed by NDA\*.                      Email address: \_\_\_\_\_  
Files will only be able to be emailed if file size is small enough. If too large to be emailed, a link to download files will be provided.

\*In accordance with Neb. Rev. Stat. §84-712(3),(b), and (c), a fee for electronic data may be charged for computer run time, analysis, and programming. In addition, there will be a fee for making the copies available, such as supply expenses incurred. There will be an added cost for time in excess of four cumulative hours to prepare the requested information.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Return form:** Nebraska Department of Agriculture  
Attn: Records Request  
P.O. Box 94947  
Lincoln, NE 68509-4947  
[christin.kamm@nebraska.gov](mailto:christin.kamm@nebraska.gov)

<b>For Internal Use Only – If payment is required.</b>
Payment by credit card: <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa
Card #: _____
Expiration Date: _____    CVV: _____
Name on card: _____
Date request received in office: _____