



Records and Technology Division

333 West Nye Lane, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-6262 – Fax (775) 684-6294
www.nvrepository.state.nv.us

INSTRUCTIONS TO THE REQUEST FORM FOR ADD, CHANGE, OR DELETION TO ARREST INFORMATION

1. This form is commonly referred to as an ACD form.
2. All information should be typed or printed.
3. Only the agency that holds the record can make additions, changes, or deletions to a criminal history record.
4. Only one selection can be made per form, either adding to information or changing existing information.
5. Fill out the requested area completely.
6. If adding or deleting more than 3 charges, use a separate form(s) for the remaining charges.
7. PCN numbers cannot be changed or removed from an arrest record.
8. If there are any questions, please contact our office *prior* to submitting the ACD form.