

Joe Lombardo  
Governor



Joy Grimmer  
Director

Robert Ragar  
Deputy Director

James Gast  
Administrator

**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Mail Services Division*  
[mailservices@admin.nv.gov](mailto:mailservices@admin.nv.gov)

*Carson City Office*  
720 East 5th Street  
Carson City, Nevada 89701-5079  
Phone: (775) 684-1860 Fax: (775) 684-1865

*Las Vegas Office*  
505 E Capovilla Ste 107  
Las Vegas, Nevada 89119-4332  
Phone: (702) 486-2485 Fax: (702) 486-2648

**METER RESET REQUEST**

DATE \_\_\_\_\_ AGENCY \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE# \_\_\_\_\_

BUDGET ACCOUNT \_\_\_\_\_

METER MANUFACTURER \_\_\_\_\_

METER SERIAL NUMBER \_\_\_\_\_

AMOUNT REQUESTING TO BE PUT INTO METER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**EMAIL COMPLETED FORM TO MAILSERVICES@ADMIN.NV.GOV**

<b>THIS SECTION TO BE COMPLETED BY MAIL SERVICES</b>	
APPROVED BY	
DATE	