



TOWN OF MOREHEAD CITY
PUBLIC RECORDS REQUEST FORM
North Carolina General Statute Chapter 132 (§1-10)

Date of Request: _____

PLEASE PRINT

Name: _____

Mailing Address: _____

Email: _____ Phone: _____

How do you prefer to be contacted if City has questions? Telephone Email U.S. Mail

What is your preferred delivery format? Printed Email (PDF) Flashdrive/CD

Records Requested-Please be as specific as possible: _____

The Town of Morehead City shall deliver the records at no charge by email in Adobe PDF format, unless otherwise requested. The City may charge a reasonable fee for flashdrives, CD, printed copies, postage, labor (for extraordinary large orders), and certified copies. Please see fee schedule below. Fees shall be paid prior to delivery. All requests will be processed in a timely manner.

FEES:

Adobe PDF (email)	No Charge
Flashdrive or CD	\$5.00 each
Uncertified Hard Copies	.20 per page
Certified Copies	\$3.00 first page \$2.00 each additional page

POSTAGE:

Postal Service.

Postage will be charged at rates set by the United States

EXTRAORDINARY REQUESTS: The Town of Morehead City reserves the right (under N.C. Gen. Stats. 132-6.2) to charge a service fee based on the actual cost incurred for extensive use of information technology resources or labor costs of personnel providing the services.

OFFICE USE ONLY

Date Request Fulfilled: _____ Total Copies Provided: _____

Amount Due: \$ _____ Payment Received _____

Signature of Requesting Party (to be signed upon receipt of requested documents):

Completed by: _____