

In addition to completed application, we will also need the following items:

- A **notarized** copy of your photo ID emailed or faxed to our office **OR** you must come into our office in person within 7 days of submitting the application.
- You can send the photo to [this email address](#) or via fax at **252-726-2267**.
- If you plan on putting the account under a business name, please put the **tax I.D. number** in place of a social security number.
- **A \$100 deposit + a \$30 connection fee.** You can pay these fees online at <http://www.officialpayments.com> or by calling **1-800-272-9829**.
- You will need to use a **jurisdiction code** when paying via this service; the code for Morehead City is: **4391**.
- When asked for your account number, please enter: **999999**. Alternatively, you can pay in person via check or cash; **we do not accept debit or credit cards at the office.**
- If you decide to pay online, **call or email us with the confirmation number(s)** and we will process your applications.