



**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.

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**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: \_\_\_\_\_