



PUBLIC RECORDS REQUEST FORM

In accordance with North Carolina General Statute 132-6, Alexander County Government will allow inspection of requested public records and/or provide copies as promptly as possible. Electronic records that can be delivered by email will be provided at no cost. Fees for paper copies will be applied as outlined in the adopted Alexander County Fee Schedule, which is available on the County’s website or through the Clerk to the Board. All applicable fees must be paid prior to delivery, and on-site inspection of records are available by appointment only.

Please Print Legibly:

Date of Request: _____

Name of Person or Entity Making Request: _____

Name of Person Responsible for Payment: _____

Phone Number of Contact Person: _____

Complete description of the requested records (including title, date and location, if known):

Form of Information Requested: Inspect Digital Copy Paper Copy

Date Received by Requestor: _____

For Office Use:

Total Number of Copies Provided: _____

Amount Due: _____

Payment Received (method): Check Cash Other

Fulfilled by: _____ Date Fulfilled: _____