

*****PLEASE READ*****

Effective Tuesday, March 17, 2020

The City Clerk’s Office is working to balance the continuation of public services with the Governor’s orders to mitigate the spread of the Coronavirus (COVID-19). In light of this, the City Clerk’s Office is limiting unnecessary person-to-person contact, in order to maintain social distancing, while still providing services to the public.

For the following Items, please designate which you are seeking on the provided cover sheet and fill out the applicable form. Once completed, leave the cover sheet and form in the box provided. Please ensure that your contact information is clearly provided on the form, in case there are any follow up questions.

PUBLIC RECORDS REQUESTS* - Your request will be processed in a timely manner. The time frame to receive records will depend on the volume of the requested records and Staff’s current workload. Large requests may take up to 4-6 weeks. You are welcome to call into the Clerk’s Office to inquire on the status of your request (910) 341-7816.

REQUESTS TO SPEAK BEFORE CITY COUNCIL DURING THE PUBLIC INFORMATION SESSION* – These requests are due at 12:00PM on the Monday before the scheduled regular Council meeting.

REQUESTS FOR COPIES (CERTIFIED) OF RESOLUTIONS /ORDINANCES /CITY CODE

BOARD, COMMISSION, AND COMMITTEE APPLICATIONS*

OTHER

***** PLEASE NOTE *****

If you need to make a payment to the City of Wilmington, please go to the Collections Division, located across Chestnut Street (305 Chestnut Street – Drive Thru Window Service Only).

If you are here to ask about a court case, traffic ticket, or estate/special proceeding matter, you need to contact the Clerk of Court at (910) 772-6600. The Courthouse is located at 316 Princess Street.

If you are looking for a birth certificate, marriage license, or land records, please contact the Register of Deeds at (910) 798-4530. The Register of Deeds is located at 320 Chestnut Street.

We appreciate your patience, understanding, and assistance.

Thank you,

Penelope Spicer-Sidbury
City Clerk

*Please note these forms are also available on the City’s website (<https://www.wilmingtonnc.gov/departments/city-clerk>) and can be submitted by email to the City Clerk at penny.spicer-sidbury@wilmingtonnc.gov.