

City of Wilmington, NC
City Clerk's Office
Phone: (910) 341-7816
Fax: (910) 341-5823
Email: penny.spicer-sidbury@wilmingtonnc.gov

PUBLIC RECORDS REQUEST FORM

Pursuant to N.C.G.S. Chapter 132, the City of Wilmington makes available to the public all records in its custody and control that are defined as "public records" under N.C.G.S. §132-1. Persons making the request must personally provide the following information and the City Clerk will assist in gathering, providing for inspection, or copying the information requested. Please provide the City with sufficient information to describe those public records being requested.

Inspection Electronic Copy Copying

Records will be available for inspection or pick-up in a reasonable amount of time. The City requires payment in accordance with the adopted Fee Schedule and the signature of the requester prior to releasing any documents. Requests requiring legal review may require additional time.

NAME OF PERSON MAKING REQUEST: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

DATE OF REQUEST: _____

PUBLIC RECORDS BEING REQUESTED:

Signature of Person making request: _____

CITY CLERK OFFICE USE ONLY			
TOTAL COPIES PROVIDED: _____		Amount Due: \$	_____
Payment Received (method):	Check <input type="checkbox"/>	Cash <input type="checkbox"/>	Money Order <input type="checkbox"/>
City Staff Handling Request: _____		Date Completed: _____	