

## **PUBLIC RECORDS REQUEST FORM**

City Clerk – (704) 878-3544 or e-mail to: [clerk@statesvillenc.net](mailto:clerk@statesvillenc.net)  
Physical Address: 227 South Center Street, Statesville, NC 28677  
Mailing Address: P.O. Box 1111 Statesville, NC 28687

The City of Statesville requires payment in accordance with the adopted Fee Schedule prior to releasing any documents. Persons making a Public Records Request may obtain a copy of the adopted Fee Schedule from the City Clerk or on the City website.

### **Please Print Legibly**

Date of Request: (Required) \_\_\_\_\_

Name of Person or Group Making Request: (Optional) \_\_\_\_\_

Address: (Optional) \_\_\_\_\_

Name of Person Responsible for Payment: (Required) \_\_\_\_\_

E-mail: (Required for PDF) \_\_\_\_\_

Records Requested and Inclusive Dates of Records – Please be as specific as possible:  
(Required)

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Form of Information Requested

- Inspect
- Digital Copy
- Paper Copy

### **For Office Use Only**

Total Number of Copies Provided: \_\_\_\_\_

Amount Due in Accordance with Fee Schedule: \$ \_\_\_\_\_

Payment Received (method): \_\_\_\_\_ Check \_\_\_\_\_ Cash \_\_\_\_\_ Money Order

Staff Filling Request: \_\_\_\_\_ Date Request Fulfilled: \_\_\_\_\_