



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

TO: Southern Shores Town Clerk

DATE: _____

REQUEST FOR PUBLIC RECORDS

Town of Southern Shores

Pursuant to North Carolina Public Records laws you may request Town public records. To ensure that you receive the records you request, please complete the following.

Name: _____

Mailing Address: _____

City _____ State _____ ZIP _____

Phone: (_____) _____

Email Address: _____@_____

Please be specific as to the record(s) you are requesting. A fee will be charged for each copy based upon the cost of making the copy and the cost of shipping/mailing (if applicable) from the Town fee schedule or actual cost. The Town will strive to provide you the public record(s) requested in a timely manner.

Record(s) Requested: _____

Signature: _____

Please contact me beforehand with an estimate of the cost to reproduce the record(s) requested: ___ Yes ___ No

----- For Town Use Only -----

Date Received: _____

Date Record(s) Sent/Given to Requester: _____

Received by: _____