

# Town of Chapel Hill Public Records Request Form



Today's Date \_\_\_\_\_

## Contact Information of Requestor

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Street Address Line 1 \_\_\_\_\_

Street Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Postal/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Company Name \_\_\_\_\_

## Record Description

Title (if known) \_\_\_\_\_

Date (if known) \_\_\_\_\_

Location (if known) \_\_\_\_\_

### Description of Record

*Please be as specific as possible. Any additional information such as dates, locations, buildings, premises, topics, departments, associated people etc. will help us locate your requested record.*

## **Fees List**

Personal copies may be made in the CaPA Office at a cost of \$0.18 per page (black & white) and \$0.24 per page (color). Additional charges may be assessed pursuant to N.C. Public Records Law.

Some departments may charge fees associated with staff time required for researching public records depending on the scope and type of request. That information will be provided before the request is completed.

Email this request to [publicaffairs@townofchapelhill.org](mailto:publicaffairs@townofchapelhill.org), fax to (919)-967-8406 or send by mail to:

Department of Communications and Public Affairs  
Town Hall, 2nd Floor  
405 Martin Luther King Jr. Blvd  
Chapel Hill, NC 27514