



GATES COUNTY PUBLIC RECORDS REQUEST FORM

North Carolina General Statute Chapter 132 (§1-10)

Date of Request: _____

Please Print

Name: (Optional): _____

Address: (Optional): _____

Email: (Required for PDF) _____

Phone: (Required if you want to be notified when you can pick up records) _____

Records Requested-Please be as specific as possible:

Gates County shall deliver the records at no charge by email in Adobe PDF format, unless otherwise requested. The County may charge a reasonable fee for disks/hard copies, postage, labor (for extraordinary large orders), and certified copies. Please see fee schedule below. Fees shall be paid prior to delivery.

You may make an appointment to review Public Records on site during business, you may not take records off site. Records that are readily available to review, such as documents located within the Office of the Register of Deeds do not require an appointment. Gates County will process all requests in a timely manner.

FEES:

Adobe PDF	No Charge
CD or Flashdrive	CD \$2.00 each of \$8.00 for Flashdrive
Hard Copies	Black & White .03 Color .08 per page. Records 5 pages or less will not be charged, charges will begin with page 6.

POSTAGE:

Postage will be charged at rates set by the United States Postal Service.

EXTRAORDINARY REQUESTS: Gates County reserves the right (under N.C. Gen. Stats. 132-6.2) to charge a service fee based on the actual cost incurred for extensive use of information technology resources or labor costs of personnel providing the services.