



PUBLIC RECORDS REQUEST FORM

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

Please Print Legibly

Date of Request: _____

Name of Person or Entity Making Request: _____

Name of Person Responsible for Payment: _____

Address or Phone Number of Contact Person: _____

Complete description of the requested records (including title, date and location, if known):

Form of Information Requested: Inspect Digital Copy Paper Copy

Date Received by Requestor: _____

For Office Use:

Total Number of Copies Provided: _____

Amount Due: _____

Payment Received (method): Check _____ Cash _____ Other _____

Fulfilled by: _____ **Date Fulfilled:** _____