



PUBLIC RECORDS REQUEST FORM

The Town of Beech Mountain requires payment in accordance with the adopted Fee Schedule and the signature of the requestor prior to releasing any documents. Persons making a Public Records Request may obtain a copy of the adopted Fee Schedule from the Town Clerk as per the Schedule of Fees as posted on the website.

Date of Request: _____

Name of Person or Group Making Request (not required): _____

Name of Person Responsible for Payment: _____

Address/Phone Number to Contact Person Making Request:

Email Contact Information:

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

Form of Request: Inspection Electronic Copy Copying

Signature of Requesting Party *Date*
(Do not sign until you have received the items requested above)
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For Office Use:

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: _____

Beech Mountain, 403 Beech Mountain Parkway, Beech Mountain, NC 28604

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