



The Town of Indian Trail requires payment in accordance with the adopted Public Records Request 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 Public Records Request Fee Schedule from the Town Clerk or on the Town website.

Date of Request:

Name of person or group making request:

Name of person responsible for payment:

Address/phone number to contact person making request:

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 unless you have received the items requested above)

For office use only

Total number of copies provided:

Amount due in accordance with fee schedule: \$

Payment received (method) Check Cash Money Order

Staff filling request:

Date request filled: