



# TOWN OF KERNERSVILLE

## Request for Public Records

Please complete and return to front desk at main entrance of Town Hall or email to [info@toknc.com](mailto:info@toknc.com).

### For Office Use Only

Date Requested: \_\_\_\_\_

Time: \_\_\_\_\_

Request No: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Record(s) Requested/or Nature of your request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you like to receive your request? \_\_\_\_\_  
*(If sent by mail, postage will be charged.)*

Signature \_\_\_\_\_

Date of Request \_\_\_\_\_

### **Town of Kernersville Schedule of Fees**

8.5" x 11" and 8.5" x 14" - Black and White	\$.15/Per Copy
8.5" x 11" and 8.5" x 14" - Color	\$.25/Per Copy
11" x 17"- Black and White	\$.20/Per Copy
11" x 17"- Color	\$.30/Per Copy
Burned Copy of CD	\$1.00/Per Copy

**Public Records Request will comply with North Carolina G.S. 132.**

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**FOR OFFICE USE ONLY**

**APPROVED**

**DENIED**

**EXPLANATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_