

Greene County, North Carolina Government

Public Information Request Form

Print your name

1

Last _____ First _____

Middle _____ Jr Sr II. III. IV (circle if applicable)

Contact info

2

Phone (with area code) _____ Email _____

How would you like to have the information provided?

3

Pick-up In Person **-OR-** Mailing Address or P.O. Box: _____

City/Town: _____ State: _____ Zip code: _____

Description of the Information Requested

4

(Note: Describe the information as precisely as you can.)

Signature

5

Sign here

X

Date (MM/DD/YY) ____/____/202__

All requests for public records may be made in writing and sent via email to PublicInformation@GreeneCountyNC.gov. Requests for public records are fulfilled in the order that they are received unless the request requires a substantial amount of time to fulfill. We will notify you when we receive your request and will update you if your request takes longer than expected or if there will be costs associated with your request.

Office use only

Date Received: ____/____/202__

Department Assigned To: _____

Date Processed: ____/____/202__

Notes:

Sent via: _____