



The Town of Sunset Beach  
700 Sunset Blvd • Sunset Beach • NC • 28468  
Phone: (910) 579-6297 or (910) 579-3808 • Fax: (910) 579-1840

### REQUEST TO REVIEW PUBLIC RECORD

The Town Clerk serves as the Public Records Officer for the Town of Sunset Beach. In order to effectively track requests, all requests for inspection or obtaining copies of public records must be made in writing and presented to the Sunset Beach Town Clerk either by mail, fax, email or hand delivery. **Requests by phone will not be accepted.** Information for these delivery methods is as follows:

**Mailing & Delivery Address:** Sunset Beach Town Hall - Town Clerk Department  
700 Sunset Boulevard North  
Sunset Beach, NC 28468  
**Email:** [sunsetbeach@atmc.net](mailto:sunsetbeach@atmc.net) **Fax:** (910) 579-1840

Please be sure to review the Sunset Beach Public Records Request Policy. This policy can be found on the Town web site ([www.sunsetbeachnc.gov](http://www.sunsetbeachnc.gov)) or may be requested at Town Hall. This policy contains all specific information as defined in Chapter 132 of the North Carolina General Statutes vis-à-vis records that are available for public inspection as well as those not considered public records. The Policy details hours of examination, any costs involved, and timelines to fill requests.

Please provide the following information in full. Incomplete requests cannot be filled. Please PRINT clearly.

NAME (PRINT) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE OF REQUEST \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

DESCRIPTION OF RECORD REQUESTED NOTE: ONLY ONE (1) RECORD MAY BE REQUESTED PER FORM. EACH INDIVIDUAL RECORD REQUEST REQUIRES A SEPARATE FORM.

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

TITLE AND DATE OF RECORD REQUESTED \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ **FOR OFFICE USE ONLY** \_\_\_\_\_

STAFF SIGNATURE & DATE REQUEST RECEIVED \_\_\_\_\_

TOWN CLERK SIGNATURE & DATE REQUEST RECEIVED \_\_\_\_\_

DATE REQUESTOR CONTACTED WITH ESTIMATED COMPLETION DATE & COSTS \_\_\_\_\_

DEPT. HEAD SIGNATURE & DATE REQUEST RECEIVED \_\_\_\_\_

TOWN CLERK SIGNATURE & DATE REQUEST FULFILLED \_\_\_\_\_

DATE REQUESTOR CONTACTED TO PICKUP RECORD & FINAL COSTS AMOUNT PAID \_\_\_\_\_

TOWN CLERK OR AR SIGNATURE & DATE RECORD WAS PICKED UP AND AMOUNT PAID \_\_\_\_\_