



Town of Shallotte
106 Cheers Street
Shallotte NC 28470
Clerk's Office: 910-754-4032 (Ext 1002) or ngoins@townofshallotte.org

Date of Request: _____ Phone: _____

Contact Person: _____

Documents or Information Requested. Please include as much detail as possible. Time span, any information that may be used to narrow parameters and/or key words.

Preferred Method of Delivery (check one)

Address (for information to be sent by mail) *Mailed document will incur postal charges

Email _____

Fax _____ (for 10 pages or less)

Pick up from Town Hall

Office Use:

Estimated Cost (if applicable) _____

Request made to:

- Town Clerk
- Planning / Zoning
- Human Resources
- Police Department
- Fire Department
- Other

Date Complete: _____