



Carteret Emergency Communications
3820 Bridges St., Suite D
Morehead City, NC 28557
252-222-5841 Fax 252-726-1920 cec@carteretcountync.gov

Information Request Form

911 operators are not allowed to release any information about in-progress incidents under any circumstances. All requests for information require this form to be submitted to 911 Center Administration. Requests are generally processed within three (3) business days; however, extenuating circumstances may delay your request. Information will not be released when it potentially jeopardizes victim safety or is otherwise required to be withheld in accordance with N. C. General Statutes.

Records will be verified and certified by the appropriate officials and may be picked up or mailed, except that routine inquiries may be emailed to agencies served by the 911 center. **All non-governmental agencies and individuals must provide a flash drive for any audio requests to be placed upon.**

Please fill out this form completely to allow proper identification and discovery of your requested information. You must be specific in your request(s).

Incident Date: _____ Type of Incident: _____

Incident Time: _____ () AM () PM

Incident Location: _____

Phone Number Reporting Incident: _____

Caller's Name Reporting Incident: _____

Incident or Reference Numbers: _____

Information Requested:

- () Radio Dispatch Record Audio () Calls Received Recorded Audio
- () Radio Traffic for: _____ duration (be specific)
- () Computer Aided Dispatch Records (911 computer records)
- () Other: _____

Requestor's Name: _____

Department / Agency: _____

Date of Request: _____ Time of Request: _____

Telephone Number: _____ Email: _____

Address: _____

Please return to: cec@carteretcountync.gov or fax to 252-726-1920.

Reviewed by: _____ Date: _____

Released to: _____ Date: _____