



Brunswick County 9-1-1 Central Communications

Request for 9-1-1 Records

Please refer all requests for the 9-1-1 records to 910-253-5383, Monday-Friday, 8:30am to 5:00pm
Fax your requests to 253-4451.

Please Note: Priority is given to active criminal investigations: 7-10 business days is normal
Processing time for non-urgent requests.

Today's Date: ___/___/___

Date of Incident: ___/___/___

Incident Time: _____ (am/pm) ?

Date Information Is Needed: ___/___/___

Please Note: The location at which the incident occurred must be accompanied by a description of the incident (Who, What, When, Where, Why, & How, Etc.):

Please indicate what form of record is needed: Hard Copy CD (data) Tape

Requested By: _____ Phone Number: _____

Department: _____ (if applicable)

DA's Office or Private Attorney Law Enforcement Officer Other

Office Use Only:

Date Processed: ___/___/___

Initials: _____

Released Signature: _____

Date: ___/___/___

There will be a \$1.00 per incident charge for paper copies and an additional \$1.00 charge for recordings.

Revised October 2004