

Reference Request Form

Outer Banks History Center
P. O. Box 250 Manteo
North Carolina 27954

Requester Information (please print):

Name:
Mailing address:
City, State, Zip Code:
Telephone:
Email:

Please tell us what information you are seeking:

Indicate name(s) of the person (people) to be researched (if applicable):

Indicate the year(s) of the information requested, if known:

Indicate the county (counties) if known:

Search Results delivered to residents of states other than North Carolina require a \$20.00 fee.

In accordance with policies of our parent agency, the State Archives of North Carolina, a \$20.00 Search and Handling Fee is required of all researchers who are not residents of North Carolina for each reference inquiry delivered remotely via e-mail, correspondence, or fax. The limits of this fee are established by legislative statute. The fee covers up to 20 photocopies, 8 copies from microfilm, or 1 scanned image. If copies of the requested information cannot be covered by the \$20 fee, there may be an additional charge based on our current fee schedule, in which case, a statement of copying costs will be included in our response.

Payments should be made by personal check or money order rather than cash. Please make checks payable to the "Outer Banks History Center" and mail with this completed form to the address above.

Please do NOT add estimated costs for extra copies to the \$20.00 fee. We will send an invoice if you owe an additional amount.

Credit card payment can be made through the State Archives. Please contact us at (252) 473-2655 or obhc@ncdcr.gov to make arrangements for this type of transaction.