



NoRTEC  
525 Wall Street, Chico CA 95928  
(530) 898-9600  
www.ncen.org

**Public Record Information Request**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Requested By: \_\_\_\_\_  
Last First

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*General Topic of Information Requested:*

*What form would you like the records to be delivered?*

- Flash drive (you must provide flash drive for files to be transferred)
- Paper Copies (.20 cent charge per copy)
- Email (subject to file size)
- In office viewing

**For Staff Only**

Date Received: \_\_\_\_\_ Date Information Provided: \_\_\_\_\_

\_\_\_\_\_  
NoRTEC Staff Signature Date

**Fees Charged**

Items: \_\_\_\_\_

Charge:\$  Paid  Deposit

No Fees Charged: