



CALDWELL COUNTY SHERIFF'S OFFICE

SHERIFF ALAN C. JONES

2351 MORGANTON BLVD. SW * LENOIR, NC 28645

PHONE 828-758-2324 * FAX 828-757-1381



Request for Recordings

There is a \$10.00 charge per recording.

To fill a request the following must be completed:

Today's Date: _____

Your Name and Address: _____

Your Telephone Number: _____

Address/Addresses where incident/s occurred:

1. _____

2. _____

Date and time incident/s occurred:

1. _____

2. _____

Name/Names of caller or people involved in the incident:

Reason information is being requested:

The information will be available after the 3rd regular business day after you leave the request. Due to the nature of our business, requests may not always be available this soon. Please call before you come to pick up the information. Pick up will need to be during regular business hours. Please call 758-2324 and press the option for Communications and ask for Richard Jenkins or Carla Bates.

Due to the sensitive nature or unavailability of some information or limitations by law, we may not be able to provide you with the information you request.

For Communications Use Only

Date Returned to Requestor: _____

Information Available & Fee? _____

Person Completing Request: _____

Caldwell County does not discriminate on the basis of race, color, national origin, sex religion, age, or disability in employment or the provision of services.