

# TICKET SEARCH REQUEST FORM

## POLICY 210 – 7/17/2020 – INFORMATION DISBURSEMENT

1. Members of North Carolina, 811 are entitled to information concerning their own data free of charge, unless the request involves information concerning other members or requires assistance from North Carolina 811, Inc.'s legal counsel.
2. North Carolina 811, Inc. will provide information to **third parties**, including non-members, that pertains to services required by N.C. Gen. Stat. § 87-120 and the public policy set forth in N.C. Gen. Stat. § 87-116 **upon proper service of valid subpoena or court order. North Carolina 811, Inc. will require third parties to reimburse for all reasonable costs incurred in providing the requested information, including attorneys' fees, as appropriate, including an hourly rate of staff members, as determined from time to time by the Board of Directors.**
3. North Carolina 811, Inc. will take all reasonable efforts to limit disclosure to the minimum amount of information required, and to prohibit disclosure of information for commercial purposes.

Minimum Flat Rate and Current Hourly Rate as set forth by the NC811 Board of Directors:  
**\$25.00**

Payment may be made via Check or Money Order, along with PayPal. If choosing PayPal, there is an additional \$1.50 processing fee. Payment must be provided prior to the releasing any tickets. For all Ticket Search Questions and to obtain the PayPal payment links, contact NC811's Administrative Department at **336.855.5760 extension 9.**

PLEASE MAIL CHECK/MONEY ORDER PAYMENTS WITH COMPLETED FORM TO:

NORTH CAROLINA 811, INC.  
5009 HIGH POINT ROAD  
GREENSBORO, NC 27407

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**MEMBER COMPANY NAME AND CODE IF APPLICABLE (Please Print)**

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**REQUESTOR NAME / COMPANY (Please Print)      TELEPHONE NUMBER**

*Note: If the requestor is not a member of NC811 or is not the individual/company who provided the notice of excavation, a court order or subpoena must be provided.*

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**SIGNATURE**

**DATE**

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**FAX NUMBER**

**EMAIL ADDRESS**

**TICKET SEARCH DETAILS**

NC811 RETAINS COPIES OF EXCAVATION NOTICES FOR FOUR YEARS FROM THE CURRENT DATE ONLY. Notices over four years of age are destroyed and are not accessible.

**ARE YOU A NC811 MEMBER OR THE EXCAVATOR WHO PROVIDED THE NOTICE:**  
**YES \_\_\_ NO \_\_\_**

**If not, search will not commence unless court order or subpoena is received.**

TIME PERIOD OF SEARCH:

FROM MONTH/YEAR \_\_\_\_\_ TO MONTH/YEAR \_\_\_\_\_

TICKET #'S, IF AVAILABLE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

EXCAVATOR NAME: \_\_\_\_\_

EXCAVATOR TELEPHONE #: \_\_\_\_\_

COUNTY OF JOB SITE: \_\_\_\_\_

CITY/PLACE: \_\_\_\_\_

ADDRESS OR STREET NAME: \_\_\_\_\_

\_\_\_\_\_

CROSS STREET: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MUST RETURN PAYMENT,  
PAGE ONE AND PAGE TWO  
TO NC811  
FOR SEARCH TO COMMENCE**