City of Concord Research Request Form

- Please fill out the research request form below as completely as possible so that your request may be processed as soon as possible.
- Please provide us with any specific dates, locations, and/or resolution/ordinance numbers you may have. This may expedite the research process.
- It may take 7 to 10 business days to research your request. You can help us satisfy your needs by planning ahead and giving City staff sufficient time to prepare a quality response. In your request, please let us know what your timing needs are. The City Clerk's Office will make every effort to respond to your search request in a timely manner.
- Fees for research and copies by City Clerk staff are as follows. Fees apply whether the information requested is located or not located.

Search fees: **The first 15 minutes of research is free of charge; thereafter, the fee is $30.00 per hour of research.**

Copies: **$1.00 for first page and 50 cents per page thereafter.**

Date: _____

Name: _____

Address/: _____
Dept.

Phone/Ext: _____

Email: _____

Date Information Needed: _____

Do you want us to call you before continuing research after 15 minutes? (Circle one) Yes or No

What specific information are you looking for?

Other information that may help us locate the record:

Please contact the City Clerks Office at 225-8500 with any questions.

Completed forms should be submitted to the City Clerks Office, 41 Green Street, Concord, New Hampshire 03301. Fax 225-8592.
E-mail cityclerk@onconcord.com