

NOTICE:

NO PERSON PREPARING OR FILING A DOCUMENT TO BE RECORDED OR FILED IN THE OFFICIAL RECORDS OF THE COURTS MAY INCLUDE A

- social security number,
- drivers license number,
- passport number,
- savings account number,
- debit card number,
- employer taxpayer identification number,
- state identification number,
- checking account number,
- credit card number,
- personal identification (PIN) code or password

IN THE DOCUMENT, UNLESS EXPRESSLY REQUIRED BY LAW OR COURT ORDER.

- Any person who violates this requirement shall be guilty of an infraction, punishable by a fine not to exceed five hundred dollars (\$500.00) for each violation.
- Documents that contain this information may be filed if the information is redacted prior to filing (as where the information is blacked out by the filer to make it unreadable).

RIGHT TO REQUEST REMOVAL

Any person has a right to request a clerk of court to remove, from an image or copy of an official record placed on a clerk of court's internet website available to the general public or on an internet website available to the general public used by a clerk of court to display public records, any social security, employer taxpayer identification, drivers license, state identification, passport, checking account, savings account, credit card, or debit card number, or personal identification (PIN) code or passwords contained in an official record. The request must be made in writing and delivered by mail, facsimile, or electronic transmission, or delivered in person, to the clerk of court.

Requests to remove material from a clerk of superior court's internet website may be submitted on the AOC-A-250 *Request To Remove Personal Identifying Information From Public Website* form, available at www.nccourts.gov/documents/forms.

The request must specify the personal information to be removed, information that identifies the document that contains the personal information and unique information that identifies the location within the document that contains the social security, employer taxpayer identification, drivers license, state identification, passport, checking account, savings account, credit card, or debit card number, or personal identification (PIN) code or passwords to be removed. No fee will be charged for the removal of information pursuant to such a request. **[NOTE: *Removal of information pursuant to such a request will result in removal of personal identifying information from an image or copy of an official record, but not from the official record itself.*]** Any person who requests a removal of another person's personal identifying information without proper authority to do so shall be guilty of an infraction, punishable by a fine not to exceed five hundred dollars (\$500.00) for each violation.