

Apprenticeship and Training Bureau File Request

To request a copy of an Apprenticeship and Training Bureau file, please follow the steps below:

1. Make the request in writing, including name, mailing address, telephone number and e-mail address.
2. Specify the company name, address, city, state and any other relevant information that will assist us in locating the requested information.
3. Mail the request to Apprenticeship and Training Bureau, 1101 Mail Service Center, Raleigh, NC 27699-1101; e-mail the request to Kathryn.Castelloes@labor.nc.gov; or fax to (919) 715-2926.

NCDOL Copy Cost Policy

There will be a minimal charge associated with the release of documents, photos, etc., from NCDOL files. Applicable charges are as follows:

- The first 25 pages are free
- \$ 0.10 per page for every page over 25 pages
- \$ 0.35 per diskette
- \$ 0.80 per CD
- Actual cost of service for video or audio tape duplication or transcription service.

We will waive the \$ 0.10 per page charge for the following:

- One copy of an OSH fatality file requested by an immediate family member of a fatality victim or their attorney.
- Copies of documents requested by local, state or federal agencies needing the information for their official use in a related investigation. (This waiver does not apply to local or state agencies requesting a copy of their own investigation file.)