

## **Elevator and Amusement Device Bureau File Disclosure Request**

**To request a copy of elevator or amusement device inspection reports, please follow the steps below:**

1. Make the request in writing, including name, mailing address, telephone number and e-mail address.
2. Specify the file you need (i.e., inspection reports, accident reports, etc.)
3. Specify the company name, address, city, state ID # and any other relevant information that will assist us in locating the requested information.
4. Mail the request to Elevator & Amusement Device Bureau, 1101 Mail Service Center, Raleigh, NC 27699-1101; e-mail the request to [jonathan.brooks@nclabor.com](mailto:jonathan.brooks@nclabor.com); or fax to (919) 807-2777.

*NOTE: Please use the link "Data Public Access" on our Web site to search information on all state elevators.*

### **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.)