



To request a copy of a Wage and Hour investigation case file, please follow the steps below:

1. Make the request in writing, including your name, address and telephone number.
2. Specify the case ID number if known. If unknown, include known information about company, complainant and dates of investigation.
3. Provide an email address, fax number or mailing address for the copies to be sent to.
4. Mail the request by email, fax or U.S. Postal Service to the following:

Shannon Council, Office Manager  
N.C. Department of Labor  
Wage and Hour Bureau  
1101 Mail Service Center  
Raleigh, NC 27699-1101

Fax: 1-888-733-9389

[shannon.council@labor.nc.gov](mailto:shannon.council@labor.nc.gov)

There is a minimal charge associated with the release of documents, photos, etc., from NCDOL files.

**Applicable charges are as follows:**

- \$ 0.10 per page
- \$ 0.35 per diskette
- \$ 0.80 per CD
- Actual cost of service for video or audio tape duplication or transcription service.

**NCDOL will waive the fee in the following instances:**

- Copies of documents requested by local, state or federal agencies needing the information for their official use in a related investigation. (Note: This waiver does not apply to local or state agencies requesting a copy of their own investigation file.)
- If the total final cost is less than \$5.00.