**N.C. DEPARTMENT OF NATURAL & CULTURAL RESOURCES**

**LEGISLATIVE CONTACT FORM**

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| **FORM INSTRUCTIONS**  Please submit this form for all inquiries, visits or other contact from members of the N.C. General Assembly, General Assembly Staff, Federal Agencies, Members of Congress, and local elected officials. This form should be submitted to Martha Jenkins (martha.jenkins@ncdcr.gov) within 24 hours of contact. |

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| **Date of Inquiry:** |  |
| **Date of Report and employee making report:** |  |
| **Type of Contact:** | Telephone  E-mail  Written  Verbal  Site Visit |
| **DNCR Employee and Division Contacted:** |  |
| **Official making inquiry and official’s contact information if known** |  |

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| **Subject of Inquiry:** |
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| **If a site visit, list all present:** |
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| **DNCR Response to inquiry and/or information shared during visit:** |
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| **Anything else of note not already mentioned:** |
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| **Legislative Affairs Use Only** | |
| Action Required by Legislative Liaison, if any: |  |
| Date Reviewed: |  |