

DATE

NAME
ADDRESS

Dear Record Provider,

I am Marcus E. Hill, an attorney in Durham, NC. My client, _____, was charged with _____ and these charges were dismissed on _____ (fill in expungement qualifying details).

Subsequently, _____ (insert name) was granted an expunction, a copy of which is attached hereto. North Carolina General Statutes Section 15A-150 provides, "(d) Notification to Private Entities.--A State agency that receives a certified copy of an order under this section shall notify any private entity with which it has a licensing agreement for bulk extracts of data from the agency criminal record database to delete the record in question. The private entity shall notify any other entity to which it subsequently provides in a bulk extract data from the agency criminal database to delete the record in question from its database."

Since you are a private entity with which the State has a licensing agreement for bulk extracts of data from the agency criminal record database, you are required to delete the record of _____ (name) from your database.

Furthermore, North Carolina General Statutes Section 15A-152 provides that upon receipt of an expunction order you as a private entity have the duty to delete the defendant's records in question within 10 days of the receipt of the order, if not otherwise provided for in your licensing agreement with the State.

If you do not delete such records, you are liable to _____ (Client's Name Here) in the amount of damage caused by your failure to delete such records, including, but not limited to, attorneys' fees and court costs.

Please respond and confirm that you have deleted the criminal record at issue here.

Thank you,

Marcus E. Hill

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