

North Dakota One-Call Fax-A-Locate Program  
Policies and Procedures  
December 16, 2008

1. All fax locate requests must be submitted on the appropriate locate request form. All locate requests must be typed or printed clearly. Unreadable requests will be returned.
2. All information on the form must be submitted, including address with complete street/cross street information. Specific locating instructions, i.e., locate front of lot, road right-of-way, short side, long side, etc., must also be provided.
3. You must complete the entire form, including the township, range, section, and quarter-section information if available.
4. You must use the words “mark” or “locate” in your marking instructions.
5. No emergency or short notice locate requests will be accepted through this program. Please contact the call center verbally with these types requests.
6. Although North Dakota One-Call accepts fax-a-locate requests 24 hours a day, seven days a week, please be advised that all requests received after 5:00 pm (CST) or on a weekend or holiday will be assigned a start time of 7:00 am (CST) three business days after the request is received. For example, a request received at 5:30 pm on Friday would be assigned a start time of 7:00 am on Wednesday. Requests received prior to 5:00 pm will receive a start time of two business days after the request was processed.