

**REQUEST FOR OFFICIAL RECORDS UNDER THE VIRGINIA
FREEDOM OF INFORMATION ACT (FOIA)**

I, _____ (print name legibly), the undersigned, hereby certify that I am a citizen of the Commonwealth of Virginia or a representative of a newspaper and/or magazine with circulation in the Commonwealth, or a representative of a radio and television station broadcasting in or into the Commonwealth, and do hereby request to inspect and/or copy the following official records pursuant to the Virginia Freedom of Information Act:

Requests should be made with reasonable specificity:

1. _____
2. _____
3. _____

Any additional items requested may be written on the back of this form or otherwise attached to the form.

Please provide your legal address, as FOIA permits the County to inquire. Further to aid in the processing of your request, please provide a telephone number. You also may provide an email address to which response may be made.

Address: _____

Telephone: _____

Email Address: _____

Signature

Date

Section § 2.2-3704 requires that the official records of public bodies be "...open to inspection and/or copying..." during regular business hours, by citizens of the Commonwealth and representatives of public media.

Please note that there are numerous exceptions to the requirement that the records be made public. In addition, the public body may charge a reasonable amount to cover the cost associated with copying and other costs involved in the search for records. The public body has a minimum of five (5) working days to produce those records requested, although very simple requests can be processed sooner and some requests may require additional time. If there are any questions, a copy of § 2.2-3704 is available for your inspection.