



CULPEPER COUNTY SHERIFF'S OFFICE

SCOTT H. JENKINS, SHERIFF

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AN ACCREDITED LAW ENFORCEMENT AGENCY

EMERGENCY: 911

Request for Official Records Under the Freedom of Information Act (FOIA)

I, _____, Undersigned, hereby certify that I am a citizen of the Commonwealth of Virginia or a representative of one of the public media having a portion of it's circulation in Culpeper County, and hereby request to inspect and/or copy the following official records pursuant to the Virginia Freedom Information Act:

(Requests should be made with reasonable specificity)

Name: _____

Address: _____

Phone Number: _____

Signature

Date

Section §2.2-3704 requires that the official records of public bodies be "...Open to inspection 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 media. In addition, the public body may charge a reasonable amount to cover the cost associated with the 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.

The undersigned understands that they will be responsible for the County's normal and unusual cost in furnishing information and as permitted by statute. Such sums will have to be paid to or at the time the information is furnished. The County has no credit arrangements of charge accounts for the provisions of this information.

