



COUNTY OF GREENE
Request for Public Records Pursuant to the
Virginia Freedom of Information Act (FOIA)

Please fill out the information below and submit to the appropriate FOIA Officer. Requests can generally be submitted via mail, in person, by phone, by fax, or via email. Visit www.greenecountyva.gov/FOIA to determine the appropriate FOIA Officer to whom you should submit your request in order to ensure timeliness and accuracy.

NAME: _____

ADDRESS: _____

PHONE: _____ (FAX) _____ EMAIL: _____

I understand that I will be charged for copying costs and may be assessed for the administrative time utilized to search for the documents or data requested. A current schedule of costs is available at www.greenecountyva.gov/FOIA.

I request that all charges for supplying the records I have requested be estimated in advance. I also understand that if charges are expected to exceed \$200, I will be required to pay estimated charges in advance.

Description of Public Records Requested:

- I will pick up this information once I have been notified that it is ready.
- I would like this information to be mailed to me at the address listed above.
- I would like this information to be emailed to me, if possible.

 Date Signature

RECEIVING DEPARTMENT/OFFICE	
Person & Department Receiving Request: _____	
Requested Received: _____ In Person _____ By Phone _____ In Writing (includes email & attach to form)	
Date Request Received: _____	Date Due: _____
Response Type: ____ Granted ____ Partial ____ Denied Extension Requested & Date _____	
Response Sent/Provided Date: _____	By: _____
Specific Information Provided: _____	
Amount Charged: _____	Paid Amount: _____ Date: _____ By: _____
File original with relevant materials.	