



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities

FOIA Request Form

Pursuant to Code of Virginia 2.2-3700, the Virginia Freedom of Information Act (FOIA) citizens have the right to access public records with specific exemptions. Please fill out this form to ensure your request is fulfilled accurately. More information about FOIA is posted online at www.fairfaxcounty.gov/opa/foia.htm. **PLEASE PRINT THE REQUESTED INFORMATION BELOW.**

Name _____

Phone: _____ Fax: _____

Email: _____ Date: _____

Company/Organization: _____

Requestor's Address: _____

Requested Properties, if applicable (Records can be searched only by full postal address or Tax Map ID): _____

Information Requested: _____

Check one:

Print Requested Records Email Requested Records (when possible) Save Requested Records on a Computer Disk

Charges

VFOIA [Va. Code Ann. Section 2.2-3704 (F) (Supp. 2009)] permits reasonable charges not to exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. You may request an advanced estimate of the charges. If the estimated charges exceed \$200, payment will be required prior to processing your FOIA request. An itemized FOIA expense form is available upon request.

Costs

1. Cost for **staff time** to assemble requested information and for special computer runs is calculated by staff time expended for accessing, duplicating, supplying or searching for the requested records not to exceed actual cost.
2. **\$.10 per page** when records exceed ten pages.
3. **\$5 per plat.**
4. **Computer Disk**, not to exceed the actual cost of the disk(s).

Signature

Date

This section for Health Department staff only:

FOIA request taken by phone, form filled out by _____ Charges explained to caller? YES NO

Dec. 2015

To request this information in an alternate format, call the Health Department at 703-246-2411; TTY 711

Fairfax County Health Department
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Suite 203
Fairfax, VA 22030
703-246-2411 • FAX: 703-653-9463
www.fairfaxcounty.gov/hd

