



Culpeper County Sheriff's Office

Scott H. Jenkins, Sheriff



14023 PUBLIC SAFETY COURT CULPEPER, VA 22701

OFFICE: 540-727-7520 FAX: 540-727-3466 JAIL: 540-727-3434 RECORDS: 540-727-3400

REQUEST FOR OFFICIAL RECORDS UNDER THE FREEDOM OF INFORMATION ACT

I _____, hereby certify that I am a citizen of the Commonwealth of Virginia or a representative of one of the public media having circulation in the Commonwealth, and hereby request to inspect and/or copy the following official records pursuant to the Virginia Freedom of Information Act. The request must be made with reasonable specificity.

The requestor understands he/she will be responsible for paying the Culpeper County Sheriff's Office reasonable charges not to exceed its actual cost in copying and searching for records. If the charge for providing the requested records is likely to exceed \$200, you may be required to pay a deposit in advance up to the estimated cost. The public body will produce the requested documents within five (5) working days, although simple requests can be processed sooner and some requests may require additional time.

Date: _____ Contact Information: _____

Please check an option:

___ I authorize charges up to \$ _____.

___ Notify me of all charges before copying.

FOR OFFICE USE ONLY

Request Received: _____
Date & Time

By: _____

Standard Copies: _____
(two sided documents are considered two pages)

\$ _____

Search Fee: \$ _____ * per hour (first 15 minutes free)
*Fee based on actual cost of person performing the search and completion

\$ _____

Estimated Cost: \$ _____

Deposit Paid: \$ _____

Total Charges to be paid to Culpeper County Sheriff's Office:

\$ _____

I have received the requested document on this ___ day of _____, 20____, at ___ a.m. / p.m.

Recipient

A CALEA® Accredited Law Enforcement Agency

culpepersheriffsoffice.com