

TOWN OF PENNINGTON GAP
528 INDUSTRIAL DRIVE, PENNINGTON GAP, VA 24277
276-546-1177

**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 requester understands he/she will be responsible for paying the Town's reasonable charges not to exceed the actual cost in copying and searching for the 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 TOWN USE ONLY

REQUEST RECEIVED: _____ **BY:** _____
Date/Time

Standard Copies: _____ pages at \$.25/page \$ _____
(two sided documents are considered 2 pages)

Search Fee: \$ _____ * per hour (first 15 minutes free) \$ _____

*Fee based on actual cost of person performing the search and compilation

Estimated cost: \$ _____ **Deposit paid:** \$ _____

Total charges to be paid to Town Treasurer: \$ _____

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

_____ **Recipient**