



City of Winchester, Virginia

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. Please print the information below. Some of this information is voluntary and becomes part of the City of Winchester's public records. Providing the information requested below will assist the City in fulfilling your request promptly and accurately. *Designates required.

*Name: _____ Date: _____

*Address: _____

Phone: _____ Fax: _____ Email: _____

Company/Organization: _____

In accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), I am requesting the following records:

Check one: Print Records Email Records (when possible) Save Records on CD/DVD

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 estimate in advance of charges. If the estimated charges exceed \$200, a 50% deposit or the entire charge may be required prior to processing your FOIA request. An itemized invoice will be provided. I authorize charges up to: [] \$25 \$50 \$75 \$100 \$200

Signature _____ Date _____

This section for staff only: Received _____ Response _____ Extension _____ Complete _____

To request this information in an alternate format, please contact the FOIA Officer at (540) 667-1815 or pio@winchesterva.gov or scan the QR code on the right with your smart phone camera. Return this form to the FOIA Officer: 1) City of Winchester, 15 N. Cameron St., Winchester, VA 22601 (City records) or 2) WPD, 231 E. Piccadilly St., Winchester, VA 22601 (Police records).

