

WARREN COUNTY SHERIFF'S OFFICE

Daniel T. McEathron, Sheriff

200 Skyline Vista Drive, Front Royal, VA 22630

Main Phone: 540-635-4128

Records Phone: 540-635-2074 ~ Fax: 540-622-6819

THIS OFFICE WILL RESPOND TO YOUR REQUEST WITHIN 5-BUSINESS DAYS OF RECEIPT-REPORTS ARE NOT RELEASED AT THE TIME OF THE REQUEST.

REQUEST FOR INFORMATION/VIRGINIA FREEDOM OF INFORMATION REQUESTS

Name of Requestor: _____

Address of Requestor: _____

Phone Number of Requestor: _____

Do you wish to pick up the report or have it mailed to you? _____

Date/Time of Incident: _____ Responding Officer: _____

Location of Incident: _____

Description of Incident: _____

Date of Request: _____ Date Rec'd by Sheriff's Office: _____

Warren County Sheriff's Office
Employee Receiving Request

Warren County Sheriff's Office
Employee Printed Name

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RELEASE INFORMATION AND FEE SCHEDULE ON REVERSE SIDE

Costs for Report Requests as outlined in the Warren County Sheriff's Office Manual:

Documents

- (1) 1 to 5 sheets: Cost \$0.25 per sheet
- (2) 6 plus sheets: Cost \$0.25 per sheet – **plus** the hourly wage of the employee
- (3) Insurance Report: Cost \$5.00 per report

Note: VICTIMS OF CRIMES AND/OR COMPLAINANTS (PERSON WHO REPORTED THE CRIME) WILL NOT BE CHARGED A FEE FOR THE VFOIA REPORT OR INSURANCE REPORT. PROPER IDENTIFICATION MAY BE REQUIRED BEFORE THE REPORT IS RELEASED.

Electronic Data/Storage

- (1) Hard Copy: Cost \$0.25 per sheet – **plus** the hourly wage of the employee
- (2) Data Copy: cost \$1.00 per disk – **plus** the hourly wage of the employee
- (3) Media Recordings: Cost \$25.00 per tape (tape(s) to be provided by the requestor) – **plus** the hourly wage of the employee



Type of Information Released: _____

Date Released: _____ Time Released: _____

Released By: _____

Released To: _____

How Released: _____ Fee Charged: _____ Fee Rec'd: _____

Notes: _____
