

# WARREN COUNTY SHERIFF'S OFFICE

Daniel T. McEathron, Sheriff  
200 Skyline Vista Drive, Front Royal, VA 22630  
Main Phone: 540-635-4128 – Records: 540-635-2074

**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: \_\_\_\_\_

**How would you like to receive the information:** Mailed    Faxed    Picked Up    Emailed

Date/Time of Incident: \_\_\_\_\_ Responding Officer: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Information that is being requested (please be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Request: \_\_\_\_\_ Date Received by Sheriff's Office: \_\_\_\_\_

WCSO Employee Receiving/Accepting Request: \_\_\_\_\_

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Date Received by Records Personnel: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

**RELEASE OF 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 requestor) – plus the hourly wage of the employee

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Type of Information Released: \_\_\_\_\_

\_\_\_\_\_

Date Released: \_\_\_\_\_ Time Released: \_\_\_\_\_

Released By: \_\_\_\_\_

Released To: \_\_\_\_\_

How Released: \_\_\_\_\_ Fee Charged? \_\_\_\_\_ Fee Rec'd? \_\_\_\_\_

Notes: \_\_\_\_\_

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