



WARREN COUNTY SHERIFF'S OFFICE

200 Skyline Vista Drive, Front Royal, VA 22630

Main Phone: (540) 635-4128

Records Phone: 540-635-2074 Fax: (540) 622-6819

Daniel T. McEathron, Sheriff



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



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: _____
