

WARREN COUNTY SHERIFF'S OFFICE

Mark A Butler, 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: _____

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

Type of Information Released: _____

Date Released: _____ Time Released: _____

Released By: _____

Released To: _____

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

Notes: _____
