



**TOWN OF CULPEPER**  
**400 S. MAIN STREET CULPEPER VIRGINIA 22701**  
**540-829-8240**

**REQUEST FOR OFFICIAL RECORDS UNDER THE  
FREEDOM OF INFORMATION ACT**

I, \_\_\_\_\_, hereby certify that I am a citizen of the Commonwealth of Virginia or a representative of one of the public media having circulation in the Commonwealth, and hereby request to inspect and/or copy the following official records pursuant to the Virginia Freedom of Information Act. The request must be made with reasonable specificity.

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

The requestor understands he/she will be responsible for paying the Town's reasonable charges not to exceed its actual cost in copying and searching for records. If the charge for providing the requested records is likely to exceed \$200, you may be required to pay a deposit in advance up to the estimated cost. The public body will produce the requested documents within five (5) working days, although simple requests can be processed sooner and some requests may require additional time.

**Date:** \_\_\_\_\_ **Contact Information:** \_\_\_\_\_

**Please check an option:**

\_\_\_\_\_ I authorize charges up to \$ \_\_\_\_\_.  
\_\_\_\_\_ Notify me of all charges before copying.

**FOR OFFICE USE ONLY**

**Request Received:** \_\_\_\_\_ **By:** \_\_\_\_\_  
Date and Time

**Standard Copies:** \_\_\_\_\_ pages at \$.10/page \$ \_\_\_\_\_  
(two-sided documents are considered two pages)

**Search Fee:** \$ \_\_\_\_\_ \* per hour (first 15 minutes free) \$ \_\_\_\_\_  
\*Fee based on actual cost of person performing the search and compilation

**Estimated cost:** \$ \_\_\_\_\_ **Deposit paid:** \$ \_\_\_\_\_

**Total charges to be paid to Town Treasurer:** \$ \_\_\_\_\_

**I have received the requested documents on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ a.m./p.m.**

\_\_\_\_\_  
Recipient