



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities

## Virginia Freedom of Information Act (VFOIA) Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I am requesting the following records (please be as specific as possible):**

**Please identify any County agencies who would be in the custody of requested records (if known):**

**Charges:**

VFOIA permits a public body to make reasonable charges not to exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. You may request an advance estimate of the charges. If the estimated charges exceed \$200, payment may be required prior to processing your request.

**VFOIA Disclaimer:**

Contact information, and any other information that you submit on this form may be subject to disclosure under VFOIA.

To submit your VFOIA Request, please email this form to [FOIA@fairfaxcounty.gov](mailto:FOIA@fairfaxcounty.gov)

Mar. 2019

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For more information, call 703-324-7329, TTY 711.

**Fairfax County Office of Public Affairs**  
Countywide FOIA Office  
12000 Government Center Parkway, Suite 551  
Fairfax, VA 22035  
703-324-7329  
[www.fairfaxcounty.gov/publicaffairs/foia](http://www.fairfaxcounty.gov/publicaffairs/foia)