

**Fairfax County Park Authority  
Public Information Office**

12055 Government Center Parkway, Suite 927  
Tel: 703-324-8701, Fax: 703-324-3974, TTY: 703-803-3354



**Request for Records**

Pursuant to Code of Virginia 2.2-3700, the Virginia Freedom of Information Act (FOIA), citizens have the right to access public records in the custody of a public body. All public records are available for inspection and copying upon request. A public body may charge for the costs of research and reproduction.

You will be charged for the costs of research and reproduction in accordance with the Code of Virginia 2.2-3704(F).

Staff will inform you in writing if the records you have requested are excluded from the provisions of the Virginia FOIA.

Please fill out the information below:

<p><b>Requestor Information:</b></p> <p>Request Date: _____ Phone: _____</p> <p>Name: _____</p> <p>Company: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Email: _____ Fax: _____</p> <p>Signature of Requestor: _____</p>
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Please describe in detail the information you are requesting (you may attach additional pages if necessary):

Do you wish to be notified in advance of any costs in excess of \$25.00? \_\_\_\_ Yes \_\_\_\_ No

FOIA# \_\_\_\_\_ Date Received \_\_\_\_\_