

# 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 and send to [Parkmail@FairfaxCounty.gov](mailto:Parkmail@FairfaxCounty.gov):

<b>Requestor Information:</b>
Request Date: _____ Phone: _____
Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Fax: _____
Signature of Requestor: _____

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 \_\_\_\_\_