



• FIOA REQUEST •

DEPARTMENT OF DEVELOPMENT • WWW.CULPEPERCOUNTY.GOV • (540) 727-3404 • (540)727-3461 Fax

Section § 2.2-3704 requires that the official records of public bodies be “...open to inspection and/or copying...” during regular business hours, by citizens of the Commonwealth and representatives of public media.

Please note that there are numerous exceptions to the requirement that the records be made public. In addition, the public body may charge a reasonable amount to cover the cost associated with copying and other costs involved in the search for records. The public body has a minimum of five (5) working days to produce those records requested, although very simple requests can be processed sooner and some requests may require additional time. If there are any questions, a [link](#) to § 2.2-3704 is available for your inspection .

Contact Information

First name

Last name

Street address

Street address line 2

City

State

Zip code

Phone number

Statement of Intent

I,

the undersigned do hereby certify that I am a citizen of the Commonwealth of Virginia or a representative of one of the public media having a portion of its circulation in Culpeper County, do hereby request to inspect or copy the following records pursuant to the Virginia Freedom of Information Act.

Please describe your requested items below with reasonable specificity

Please Print this application and Sign Below

Date Submitted

TO BE COMPLETED BY STAFF

Date Received

Staff Signature

Completion Date