



# Cumberland County Administration

## FOIA Request Form

Attention: Stephany S. Johnson

Post Office Box 110 / 1 Courthouse Circle

Cumberland, Virginia 23040

Phone: (804) 492-3625

Facsimile: (804) 492-9224

foia@cumberlandcounty.virginia.gov

Every effort will be made to expedite your request for information. Please be aware that some requests may involve duplicating large volumes of material or require lengthy research, so charges will be imposed. Please complete the information below and submit to the County Administrator's Office. If you have any questions regarding the form or the procedure, please contact the County Administrator's Office at (804) 492-3625.

### Requestor's Information

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Last Name

First Name

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Company Name if applicable

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Street Address

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City

State

Zip

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Phone

/  
Email

Are you a resident of Virginia?  Yes  No

I am requesting the following information: (Please be specific. This will assist us in processing your request and help to minimize your cost. Include details and a time frame of your request if applicable)

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- I will pick up this information once I have been notified that it is ready.
  - I would like this information to be mailed to me at the above address and understand that I will be responsible for postage charges.
  - I would like this information, if possible, to be emailed to me at the email address provided above.

**\*\*\*\*I understand that if I owe the County for a previous FOIA request, the County has the right to refuse to fulfill future FOIA requests until those fees are satisfied.\*\*\*\***

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Date

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Signature

