



# Virginia's First Regional Industrial Facility Authority

## FOIA Request Form

Attachment A

Pursuant to Code of Virginia 2.2-3700, the Virginia Freedom of Information Act (FOIA) citizens have the right to access public records with specific exemptions. Please fill out this form to ensure your request is fulfilled accurately. More information about FOIA is posted online at <https://nrvcommercepark.com/vfrifa>. **PLEASE PRINT THE REQUESTED INFORMATION BELOW.**

<b>REQUESTER INFORMATION</b>		
Name:		Phone:
Fax:		Email:
Company/Organization:		
Requester's Address:		
City:	State:	Zip:
<b>Preferred Delivery Method (circle or mark as appropriate)</b>		
<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Pick up		
<b>Records Requested</b> (Please be specific about the records you are requesting, and include any pertinent dates and a description of the scope of your request)		

### 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 FOIA request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Paper Size	Color/B&W	Cost
8 ½ x 11 (letter)	Black & White	\$0.13 per page
8 ½ x 14 (legal)	Black & White	\$0.13 per page
11 x 17 (ledger)	Black & White	\$0.14 per page
24 x 36 (plat)	Black & White	\$6.00 per page
8 ½ x 11 (letter)	Color	\$0.19 per page
8 ½ x 14 (legal)	Color	\$0.19 per page
11 x 17 (ledger)	Color	\$0.20 per page
<b>Digital Medium</b>		
Compact Disc		\$0.50 per disc

You may submit completed form to Virginia's First Regional Industrial Facility Authority, 6580 Valley Center Drive, Suite 124, Fairlawn, VA 24141, via e-mail to [executivedirector@nrvcommercepark.com](mailto:executivedirector@nrvcommercepark.com) or via fax to 540 831-6093 or in person.

Office Use Only:

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Via: \_\_\_\_\_ FOIA #: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Fee: \_\_\_\_\_