



FAIRFAX COUNTY FIRE AND RESCUE FREEDOM OF INFORMATION ACT REQUEST FORM

REQUESTOR INFORMATION		
Name:	Day Phone:	
Company:	Street Address:	
City:	State:	Zip:
Email:		
Please: <input type="checkbox"/> Mail report <input type="checkbox"/> Hold report for pick-up <input type="checkbox"/> Fax report to (area code + #) <input type="checkbox"/> Email Report		
TYPE OF REQUEST		
<input type="checkbox"/> Building/House Fire <input type="checkbox"/> Vehicle Fire <input type="checkbox"/> HazMat <input type="checkbox"/> Data & Stats <input type="checkbox"/> Other		
REQUEST DETAILS (Please be specific and, if applicable, include date, time, and incident location)		

Signature: _____

Date: _____

Submit completed form to the below address by mail, fax, email, or in person. If you would like to drop off in person, please call the incident support line at 703-246-3992, Monday – Friday.

**Fairfax County Fire and Rescue
FOIA, 5th Floor
12099 Government Center Parkway
Fairfax VA 22035
Direct Fax: 703-246-6096
Email: Fire.FOIA@Fairfaxcounty.gov**

The Virginia Freedom of Information Act (VFOIA) (Chapter 37 of Title 2.2 of Code of Virginia) provides citizens of the Commonwealth of Virginia access to public records held by public bodies as defined in the Act.

A public body is permitted to make reasonable charges not to exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. Example of charges may include staff research time, postage, and copy fee of .10 cents per page. The requestor may be required to make a deposit if the estimate is over \$200. Fees are non-refundable. For any check returned for Non-Sufficient Funds, a \$35.00 fee will be charged.

Before processing a request for records, a public body may require the requestor to pay for any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

Please allow five business days for a response to your VFOIA request. If the record(s) cannot be practically provided within five working days; an additional seven days is then requested, within which the public body must make the record(s) available. You will be contacted if any delay is expected.

All VFOIA questions, please call the incident support line at 703-246-3992.

This document is for the sole use of the intended recipient(s) and may contain confidential and privileged information. This communication may also contain protected health information that is legally protected from inappropriate disclosure by the Privacy Standards of the Health Insurance Portability and Accountability Act and relevant Virginia Laws. If you have received this message in error, you should notify the sender immediately by telephone or by return e-mail and delete this message from your computer.