REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

_____

E-mail address _____

Phone _____

I am a (check one):

- ☐ Citizen of the Commonwealth of Virginia
- ☐ Member of the Press referenced in Va. Code §2.2-3704
- ☐ News Organization _____

Requesters may be asked to provide verification that they are citizens of the Commonwealth or a member of the press referenced in Va. Code § 2.2-3704.

STAFF USE ONLY

Date Request Received:_____

Request was made (check one)
☐ by requester on this form
☐ by telephone
☐ in writing other than on form (attach original request)

Date Response Sent: _____ (attach copy)

☐ Identification Verified
Type: _____
Number: _____

☐ Itemized Cost Estimate Attached

I am requesting access to the following records (please be as specific as possible, and attach additional paper if necessary:

_____

_____

Reasonable costs may be assessed in connection with this request. A current schedule of costs appears in Regulation 6101-R Access to Records. If the costs associated with this request are expected to exceed $200, the requestor will be asked to pay the estimated costs before the request is processed.

In addition, the requestor may ask for an advance determination of the cost of the request. Please indicate here if you would like an advance determination of cost. Yes ___ No ___

If you are requesting copies, please specify the format in which you would like to receive them. Northampton County Public School division will provide the record(s) in the requested format if that medium is used by it in the regular course of its business.

Specify format desired (if available):

Photocopies E-mail (give address): _____

Website posting Other (please specify): _____

_____ _____

Signature Date

RETURN COMPLETED FORM TO:
HUMAN RESOURCES
NORTHAMPTON COUNTY PUBLIC SCHOOLS
7207 Young Street
Machipongo, VA 23405

09/26