

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 KBA-R Requests for Public 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. The King George County 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:

King George County Schools
 P.O. Box 1239
 King George, VA 22485