

## FREDERICK COUNTY

### FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Name of person making request:

Address (street address, city, state, and zip code):

Telephone number:

(optional, but may help us communicate with you to provide a better response)

E-mail address:

(optional, but may help us communicate with you to provide a better response)

Records requested:

The County FOIA Policy is available on the County website at  
<http://www.fcva.us/departments/a-e/county-administration/foia-requests>.

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For staff use only

Staff member receiving request form:

Date received: