



4 County Complex Court
Woodbridge, VA 22192

Data Management

Prince William Water
Freedom of Information Act (FOIA) Request Form

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Name and Address of Public Body Receiving Request:

Date Requested:

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester:

Requester's Legal Address:

City/State/County Zip (required):

Telephone (Optional):

E-mail (Optional):

Fax (Optional):

Your Water • Your Environment • Our Mission

Records Requested: *Provide as much specific detail as possible, including dates or a date range, so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

Do you want to inspect the documents? YES or NO

Do you want copies of the documents? YES or NO

Do you want Electronic Copies or Paper Copies?

If you want Electronic Copies, in what format?

Please be advised that the public body may make reasonable charges for its actual cost incurred in accessing, duplicating, supplying, or searching for your requested records and, if the public body determines in advance that the charges for supplying the requested records are likely to exceed \$200, it may require you to pay a deposit before proceeding with the request. Va. Code 2.2-3704(F).

Do you want an estimate of the cost to supply the requested records in advance?

YES or NO

