



# FAIRFAX COUNTY FIRE & RESCUE DEPARTMENT OFFICE OF THE FIRE MARSHAL



Revenue & Records Branch  
12099 Government Center Pkwy, 3<sup>rd</sup> Floor, Fairfax, VA 22035

Telephone: 703-246-4803, TTY 711, Fax: 703-246-6044, Email: [fire.firemarshalloia@fairfaxcounty.gov](mailto:fire.firemarshalloia@fairfaxcounty.gov)  
[OFM Homepage - https://www.fairfaxcounty.gov/fire-ems/fire-marshal](https://www.fairfaxcounty.gov/fire-ems/fire-marshal)

## VIRGINIA FREEDOM OF INFORMATION ACT REQUEST

Completed requests may be emailed or faxed to the contact points above.

In accordance with the Virginia Freedom of Information Act, \_\_\_\_\_,  
request information about the following: *Print Requestor's Name*

\_\_\_\_\_  
*Street Address or Location* / \_\_\_\_\_  
*Property Name, if applicable*

**Provide all details about your request in the following text box.**

**Note: We are limited to information/records currently available from our fire prevention files.**

### Contact Information:

Requestor Category: \_\_\_\_\_ VA resident \_\_\_\_\_ Media \_\_\_\_\_ Other

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_ Attention: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

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 a per page copying fee of .13 cents (8 ½ x 11) and .13 cents (8 ½ x 14). Copying fees for large oversized plans are outsourced and exact fees are passed on to the requestor. 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 (NSF), a \$50 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.

**Requestor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY: VFOIA Tracker Number:** \_\_\_\_\_