# RALEIGH COUNTY SHERIFF'S OFFICE
# FOIA REQUEST FORM

Requests must be in writing to ensure we understand your request and may be made in any reasonable format via U.S. Mail or Email. This form is solely provided to facilitate your request.

**Send to:**
Raleigh County Sheriff's Office
FOIA Request
308 Ned Payne Drive
Beckley, WV 25801
Phone: 304.255.9300
FOIA@raleighcountysheriff.com

**Costs:**
$1.00 per printed page
$20.00 per Video or Audio Reproduction
$10.00 for Photos
$15.00 shipping
**All fees must be paid prior to receiving requested material, no exceptions.**

Requester's Name: _____

Requester's Address: _____

Requester's City, State, Zip: _____

Requester's Telephone Number (including area code): _____

Requester's Email Address: _____

Date: _____

Pursuant to the West Virginia Freedom of Information Act, I am requesting the following public records maintained by the Raleigh County Sheriff's Office (*be as specific as possible describing the records requested*):

I am willing to pay a reasonable fee for the cost of reproducing these records. If the cost will exceed $_____, please let me know the cost before you make copies.

NOTE: Information pertaining to this request will be published in the West Virginia Secretary of State FOIA Database.