



COMMONWEALTH OF VIRGINIA
County of Gloucester
Land of the Life Worth Living



Tara L. Thomas
Treasurer

(804) 693-2141
Fax **(804) 824-2466**

Gloucester County Treasurer's Office
Request for Public Records Pursuant to the Virginia Freedom of Information Act

In order for the Gloucester County Treasurer's Office to accurately process your request for public records under FOIA, please provide the following information to help us assist you:

Date of Request: _____ Time of Request: _____

Person Submitting Request: _____

Mailing Address: _____

City _____ State _____ Zip Code _____ Email: _____

Telephone Number: _____

I understand that I will be charged for copying costs and may be assessed for the administrative time utilized to search for the documents or data requested. A current schedule of costs is available upon request.

I request that all charges for supplying the records I have requested be estimated in advance. I also understand that if charges are expected to exceed \$200, I will be required to pay estimated charges in advance.

Description of Public Records Requested:

RETURN COMPLETED FORM TO:

Lisa L. Breaud, Chief Deputy Treasurer
Gloucester County Treasurer's Office
6489 Main Street, Gloucester VA 23061

Telephone **(804) 693-2141** Fax **(804) 824-2466** Email lbreaud@gloucesterva.info

FOIA OFFICER USE ONLY

Date Request Received: _____ Extension Request Date: _____

Date Response Provided/Sent: _____