



DEPARTMENT OF POLICE

CITY OF RADFORD

VFOIA LETTER OF REQUEST



I, request the documentation listed below. I understand that I may be charged for the reproduction of this material. Prices are listed on the back of this form.

Name: _____

Address: _____

Phone #: _____

Are you the victim of this crime: Yes No

Please be specific about the type(s) of document(s) that you are requesting and date, time, and location of incident(s) if known.

Date of incident: _____ **Time :(if known)** _____

Location: _____

Type of incident: _____

****Add additional information below:**

IF MORE SPACE IS NEEDED, PLEASE WRITE ON THE BACK OF THIS FORM.

_____ Date

_____ Signature

COST OF REPRODUCTION OF MATERIAL

Documents

- ◆ Insurance Report: Cost \$3.00 Per Report.
- ◆ 1 to 5 sheets: Cost \$1.00 Per Sheet.
- ◆ 6 plus sheets: Cost \$.25 Per Sheet - **plus** \$8.00 per hour of work by employee-minimum of \$4.00 for less than one hour.

NOTE: VICTIMS OF CRIMES AND/OR COMPLAINANTS (PERSON WHO REPORTED CRIME) WILL NOT BE CHARGED A FEE FOR THE VFOIA REPORT OR INSURANCE REPORT. PROPER I.D. MAY BE REQUIRED BEFORE REPORT IS RELEASED.

Electronic Data/Storage

- ◆ Hard Copy: Cost \$.25 per sheet - plus \$8.00 per hour of work by employee - minimum of \$4.00 for less than one hour.
- ◆ Data Copy: Cost \$1.00 per disk, (disk to be provided by requestor) - plus \$8.00 per hour of work by employee - minimum of \$4.00 for less than one hour.
- ◆ Videotapes: Cost \$20.00 per tape, (tape(s) to be provided by requestor).

Continuation of Request from front page.
