



Town of Onancock
Freedom of Information Act
Request to Inspect or Receive Records

You are not required to put your FOIA request in writing, but from a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.

Please complete the information below and submit it to the FOIA Officer. The request may be made via mail, email, or in person. Visit the Onancock website page for FOIA requests to learn more about your rights and the process to fulfill your request.

Every effort will be made to complete your request within five working days. You will be notified of any need to invoke an extension. Under FOIA regulations, please be aware that some requests will incur a charge, depending on processing time and/or volume of information.

NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____

EMAIL: _____

I hereby request the following information:

Three horizontal lines for writing the request details.

For Town Use ONLY:

Town of Onancock

Table with 3 columns: Request received by, Request processed by, Town Attorney Review, FOIA Officer Approval, and Date.