



Town of Stanley
278 E. Main Street.
P.O. Box 220
Stanley, VA 22851

Freedom of Information Act Information Request Form

In an effort to ensure that the Town of Stanley meets the specific needs to your request for information, we would like to collect the following information. If you are unwilling, or unable to complete this information, we ask that you relay the information to the Town staff, or Town Information Officer, so that we may record it on your behalf. This information also allow the Town to show that it has fully complied with the requirements of the Virginia FOIA in providing you your requested information correctly.

Requesting Individual:

Name: _____
Mailing Address: _____
Phone Number: _____
Email Address: _____

Specific Information Requesting:

- | | |
|------------------------------|--|
| ☐ Copies | ☐ On-Site Viewing (no replication) |
| ☐ Pickup | ☐ E-Mailed |
| ☐ Mailed | ☐ USB Drive |

Town Use Only

Date of Request: _____ Date of Response: _____
Date of Extension Request & Agreed to: _____
Applicable Charges Paid (if any): _____
Completed by: _____ (Town Staff)
Approved by: _____ (Town I.O.)