



**HENRICO COUNTY POLICE DIVISION**  
 Freedom of Information Act (FOIA) Request  
 HCPD-399 (02/22)

While FOIA provides for the release of many records, there are some exceptions in the law that allow the Police Division to withhold records in whole or in part. As examples, the law allows the Police Division to withhold certain records concerning juveniles, criminal investigative files, and noncriminal records that contain identifying information of a personal, medical, or financial nature where the release of such information would jeopardize the safety or privacy of any person. If the Police Division withholds records you request, you will be informed of what was withheld and why.

FOIA allows a reasonable fee to be charged to the requester. This fee will not exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records.

**Please complete a separate FOIA Request for each incident.**

| <b>REQUESTER INFORMATION (please print)</b>  |                |                           |
|--|----------------|---------------------------|
| Name:  |                | Date of request:          |
| Address:   |                |                           |
| City:  | State:         | Zip code:                 |
| Contact number:  |                |                           |
| <input type="checkbox"/> Mail my response to the address above <b>OR</b> <input type="checkbox"/> I will pick up my response at the Public Safety Building |                |                           |
| <b>REQUESTED INFORMATION (one incident per form)</b>   |                |                           |
| <input type="checkbox"/> Incident Report   | Report number: |                           |
| <input type="checkbox"/> Call for Service Record   |                |                           |
| <input type="checkbox"/> Address Search  | Address:       | Months/Years:             |
| <input type="checkbox"/> Photographs   |                |                           |
| <input type="checkbox"/> Other (explain):  |                |                           |
| Date of incident:  |                | Time of incident (am/pm): |
| Comments (other names to be researched):   |                |                           |
| <b>**FOR CRIMINAL RECORDS USE ONLY**</b>   |                |                           |
| <input type="checkbox"/> Paid <b>OR</b> <input type="checkbox"/> Will Pay Later  |                |                           |

**Henrico County Police Division**  
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