



HENRICO COUNTY POLICE DIVISION
 Freedom of Information Act (FOIA) Request
 HCPD-399 (09/22)

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 check the box below if you would like the Division to email you a cost estimate. Your request will not be processed until after the cost estimate has been accepted.

I would like a cost estimate prior to the Division searching for responsive records.

REQUESTER INFORMATION (please print)			
Name:		Date of request:	
Address:			
City:		State:	Zip code:
Contact number:		Email:	
<input type="checkbox"/> Mail my response to the address above OR <input type="checkbox"/> I will pick up my response at the Public Safety Building			
REQUESTED INFORMATION (one incident per form)			
<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):			
FOR CRIMINAL RECORDS USE ONLY			
<input type="checkbox"/> Paid OR <input type="checkbox"/> Will Pay Later			

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