

Request for Information/Copying of Berkeley County Records
Pursuant to Chapter 29B West Virginia Code
(Freedom of Information)

I, _____, request that the following records be _____ (circle one)

a) provided for inspection and/or copying

or

b) copied for me

Records to be specifically identified by name, date or location

I understand that I will be charged a fee per copy, (rates below) to be paid in advance.
Any overpayment will be refunded. Any amount due to be paid at time records provided
Fees:- letter or legal size \$0.50 page, 11 X 17 \$1.25, 18 X 24 \$2.25 24 X 36 \$4.50

Date

Signature

Address