



COUNTY OF GREENE REQUEST FOR INFORMATION FORM

Every effort will be made to provide requested information within five (5) working business days. Please be aware that some requests may involve copying large volumes of material or require research and a fee may apply pursuant to the attached policy.

Please complete the information below. The form can be mailed to: County Administrator's Office, P. O. Box 358, Stanardsville, VA 22973; faxed to: 434-985-3705; or dropped off at the Administrator's Office located at 40 Celt Road, Stanardsville, VA. If you have questions regarding this form or procedure, please contact the Administrator's Office at 434-985-5201.

NAME: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____ (FAX) _____

I am requesting the following information:

- I will pick up information when notified it is ready.
- Please mail information to address listed above.
- Please email this information, if possible, to the following email address:

Date

Signature

FOR OFFICE USE ONLY

Authorized by:

County Administrator

Date

Collected by: _____

Date

Notified by: _____

Date

Information provided to: _____

Name

Date