

WEST VIRGINIA STATE TREASURER'S OFFICE FOIA REQUEST FORM

Requests must be in writing to ensure we understand your request and may be made in any reasonable format via U.S. Mail or Email. This form is solely provided to facilitate your request.

Send to:

Diana Stout, General Counsel
West Virginia State Treasurer's Office
Building 1, Room E-145
1900 Kanawha Boulevard, East
Charleston, WV 25305
Phone: 304.558.5000
LegalGroup@wvsto.com

Costs:

\$0.50 per printed page

If less than \$10.00, there will be no charge.

Requester's Name: _____

Requester's Address: _____

Requester's City, State, Zip: _____

Requester's Telephone Number (including area code): _____

Requester's Email Address: _____

Date: _____

Pursuant to the West Virginia Freedom of Information Act, I am requesting the following public records maintained by the West Virginia State Treasurer's Office (*be as specific as possible describing the records requested*):

I am willing to pay a reasonable fee for the cost of reproducing these records. If the cost will exceed \$ _____, please let me know the cost before you make copies.

NOTE: Information pertaining to this request will be published in the West Virginia Secretary of State FOIA Database.