City of Hopewell, Virginia
Freedom of Information Act Request Form

Please complete the below form. When done, sign it electronically, and click the "Submit" button.

Name: (first and last)	
Address: (incl. city and state)	
Phone:	**Email address:**
Nature of request: (provide detailed description of documents being requested):	
By my signature below, I hereby certify that I understand that the City of Hopewell has five days from the date they receive this request until I receive a response. I further understand that if an extension is needed, I will be contacted and so advised. I further understand that the City of Hopewell does recoup its expenses relating to FOIA requests and that I may be required to pay a fee for administrative time, copies, CD's, thumb drives, plats or other items related to my FOIA request. I further understand that should such fees total $200 or above, I will be informed prior to the fulfilment of my request, and that I may be required to submit a deposit. _____ Signature	

Please contact Ronnieye Arrington, Hopewell's FOIA Officer, if you have any questions at rarrington@hopewellva.gov or 804-541-2408.