

DATE: _____

West Virginia State Fire Commission
Office of the State Fire Marshal
ATTN: FOIA Request
1207 Quarrier Street, Second Floor
Charleston, WV 25301

Dear FOIA Officer:

This is a request under the Freedom of Information Act.

Date of range request: _____

Description of Request: _____

Please search the State Fire Commission and State Fire Marshal's Records System(s) for the information responsive to this request related to: _____

I understand that fees are set by Legislative Rule 103 CSR 2 and will be imposed for the processing of this request at \$2.00 for the first page and \$0.25 for each additional page for most general records. I understand that fees for an investigation report are fixed at \$25.00 and fire incident reports are fixed at \$10.00 regardless of the page limits. I understand that compact discs copying are set at \$10.00. I am willing to pay up to \$_____.00 for the processing of this request. Please inform me if the estimated fees will exceed this limit before processing my request.

I am seeking information for personal use and not for commercial use.

Thank you for your consideration,

Requestor (printed): _____

Title (if applicable): _____

Address: _____

Telephone: _____

Email: _____