

Upshur County Emergency Communications Center

Freedom of Information Act (FOIA) Request

Please Complete Form and Return To:

FOIA ADMINISTRATOR

181 Pallottine Drive

Buckhannon, WV 26201

Phone: 304-472-9550

Fax: 304-472-2175



Last Name: _____ First Name: _____

Company Name (If Applicable) _____

Mailing Address Street: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work: _____ Mobile: _____

*** CERTAIN INFORMATION MAY BE REDACTED PENDING ANY INVESTIGATION OR WHEN A VIOLATION OF PRIVACY LAW IS AFFECTED***

The following information is needed in order for the Upshur County Emergency Communications Center to Process the request.

Date of Incident: _____ Time of Incident: _____

Incident Nature: _____

Agency or Agencies Involved: _____

Reason For Request: (Be Specific) _____

Records Requested (Be Specific) CD Audio Photocopy of Call Sheet Other List Below

Preferred Delivery Method: Pick Up Standard Mail Other: List Below

Signature: _____ Date: _____

911 Use Only

Received By: _____

Pages: _____

Date Received: _____

CD's: _____

Date of Response: _____

Payment Date: _____

Action Taken: _____

Payment Amount: _____

Denial Reason: _____

Cash Check # _____