Mercer County Board of Health

FOIA Request

Note to Requester: Retain a copy of this request for your files. If you need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA Request.

Name of Public Body Receiving Request: _____

Address of Public Body Receiving Request:

_____

_____

Request Submitted by: ___Email ___US Mail ___Fax ___In Person

Name of Requester: _____

Requester's Street Address:

_____

_____

Telephone (Optional): _____

Email (Optional): _____

Fax (Optional): _____

Records Requested:

Provide as much specific detail as possible so the public body can identify the information you are seeking. You may attach additional pages if necessary.

304.324.8367 (phone) 304.325.8730
978 Blue Prince Rd. Bluefield, WV 24701 mercercountyhealthwv.com

Mercer County Board of Health

Do you want copies of the documents? _____Yes _____No

Which format do you prefer? _____Electronic Copy _____Paper Copies

Is this request for a Commercial Purpose? _____Yes _____No

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5ILCS 140.3.1.(c).

Are you requested a fee waiver? _____Yes _____No

If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c).

Rev. 7/26

304.324.8367 (phone) 304.325.8730
978 Blue Prince Rd. Bluefield, WV 24701 mercercountyhealthwv.com