CLARKE COUNTY SHERIFF'S OFFICE
100 North Church Street
Berryville, Virginia 22611-1110
Telephone 540-955-5152
Facsimile 540-955-4111

Anthony W. Roper, Sheriff

REQUEST FOR RECORDS

Name _____
Company _____
Mailing Address _____
_____
Email Address _____
Telephone _____
(number where requestor can be reached during the day)

Records Requested

To be filled out by Sheriff's Office

Date Request Received: _____ By: _____

Explanation of Fees				Total
Administrative Charges (P Hess)	$ 37.85	hourly wage	_____ hours	$ -
Administrative Charges (J Rose)	$ 24.00		_____ hours	$ -
Duplication Charges	_____	# Copies	$ 0.04	$ -
Electronic Material Cost	_____		$ 0.10	$ -
Outside Resource Cost	_____		_____	_____
Postage	_____		_____	_____
_____	_____		_____	_____
Total Due:				$ -

_____ Approved
_____ Partial Approval Portion to withhold: _____
_____ Denied Reason _____
_____

_____ _____
Sheriff or Chief Deputy Authorization Date

Pick up _____ Mailed _____ Emailed _____ Date _____

Completed by: _____