

**WEST VIRGINIA REAL ESTATE APPRAISER
LICENSING & CERTIFICATION BOARD
FREEDOM OF INFORMATION ACT (FOIA)
REQUEST**

Send to:

Patricia Rouse Pope, Executive Director
WV Real Estate Appraiser Licensing & Certification Board
405 Capitol Street, Suite 906
Charleston, WV 25301
Fax: 304.558.3983
Email: wvappraiserboard@wv.gov

Date of Request:

Requester's Name and address: (Please print.)

Requester's Telephone Number: (_____) _____

Requester's Email Address:

Pursuant to the West Virginia Freedom of Information Act, §29-B-1-1 et seq., I am requesting the following public records maintained by the West Virginia Real Estate Appraiser Licensing & Certification Board: (Be as specific as possible.)

Administrative fee of forty cents (\$.40) per page for scanning and emailing or printing (plus postage, if mailed) is required in advance. You will be invoiced once the number of pages and method of delivery has been determined.

The West Virginia Freedom of Information Act requires a response to this request be made within five (5) business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures.

Thank you for considering my request.

Signed: _____