



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL  
COMMONWEALTH OF VIRGINIA

**REQUESTER PUBLIC COMMENT FORM**

Please give us your feedback regarding the quality of assistance you received in regard to your request for public records.

1. Name of the public body from which you requested public records: \_\_\_\_\_

\_\_\_\_\_

2. Date of the request: \_\_\_\_\_

3. Response you received (please check below):

- Records were provided
- Records were provided in part, but denied in part
- Request was denied
- No response was received
- Other (Please Explain):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Overall, how satisfied were you with the response you received?

Not Satisfied		Acceptable		Fully Satisfied
1	2	3	4	5

COMMENT: \_\_\_\_\_

5. Did you make your request through the public body's FOIA officer? Yes  No

*If so, how easy was it for you to find contact information to make your request?*

Difficult		Easy		
1	2	3	4	5

COMMENT: \_\_\_\_\_

6. Were you charged for your request? Yes  No

*If yes, did you feel the charges were reasonable?* Yes  No

COMMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. ADDITIONAL COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OPTIONAL:** You may provide your name and contact information if you wish. It is not required. Please keep in mind that any information you provide may be subject to disclosure under FOIA, so please do not provide information you do not wish to be made public.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**You may send your completed form to the public body that is the subject of your comments and/or to the FOIA Council. To send your completed form by mail, facsimile, or electronic mail to the FOIA Council, please use the following contact information:**

Virginia Freedom of Information Advisory Council  
Pocahontas Building, 8th Floor  
900 East Main Street, Richmond, Virginia 23219  
Email: [foiacouncil@dls.virginia.gov](mailto:foiacouncil@dls.virginia.gov)  
Fax: 804-698-1899  
Telephone: (804) 698-1810 or (866) 448-4100 (toll free)