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 fifty cents ($0.50) per page 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: ______________________________________________________________