



WEST VIRGINIA SECRETARY OF STATE
FOIA ON-LINE DATABASE ACCESS FORM

User ID chosen when account was created _____

Agency/Governmental Body _____

Name _____ Phone _____

Agency Address _____ City _____ Zip _____

E-mail _____ Title _____

Submission of this completed form allows the above-named user to access the Freedom of Information Act online database (FOIA db) created and maintained by the West Virginia Secretary of State. Entry of information into the FOIA db is strictly for the purposes of complying with W.Va. State Code §§29B-1-3 and 29B-1-3a, and W.Va. 153 CSR 52. The above-named user is granted permission by the agency, as shown by the signature below, to enter data into the FOIA db on behalf and under the instruction of the agency.

FOIA Database User Signature

Date

Authorized Agency Signatory (Printed)

Title

Authorized Agency Signatory (Signature)

Date

Return form by email to: foia@wvsos.com