

## WEST VIRGINIA NURSING HOME ADMINISTRATOR'S LICENSING BOARD

### Policy and Fee Schedule for Responding To FOIA Requests

The West Virginia Nursing Home Administrator's Licensing Board accepts and responds to requests for public records pursuant to the West Virginia Freedom of Information Act, W. Va. Code §29B-1-1 *et seq.* Requests for public documents must be in writing on the form provided, and should identify with reasonable specificity the information requested.

The West Virginia Nursing Home Administrator's Licensing Board office hours are Monday thru Friday, 8:30 a.m. to 4:30 p.m. Requests submitted outside of regular office hours will be received by the Board on the next business day.

Submit your request by US mail to: WVNHALB/PO Box 522/Winfield, WV 25213 or Fax: (304)586-4079. **Your FOIA request will be responded to within 5 business days of receiving a completed written request with the applicable form that is on our website.**

Requests that require research or compiling of documents may take time to obtain and compile. A notification will be sent if there is any delay. There is a fee of .25 cents per page requested.

The West Virginia Nursing Home Administrator's Licensing Board will not release any personal information that is not required by the Freedom of Information Act.

**FREEDOM OF INFORMATION (FOIA) REQUEST FORM**

This request form is for any individual that requests information from the board office that would require information concerning licenses, licensees, or reports required by the NHALB.

Please refer to the FOIA policy located on our website: <https://www.state.wv.us/wvnha/> for timelines and general information. There is a fee of .25 cents per page requested.

Last Name, Middle Initial, First Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Please list and/or explain the information you request below:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_