Virginia Department *of* Fire Programs

Media Inquiry Form

Use this form to request information for media inquires. Please fill in all of the required information (highlighted in red), save the PDF and email the completed PDF file to vanessa.copeland@vdfp.virginia.gov .

*Indicates required information

*Date Requested: _____   *Deadline: _____

*Media Outlet: _____   *Submitted By: _____

*Contact Name: _____   *Email: _____

(Please provide your reply-to email address)

*Indicate your inquiry in the space provided below: (Please type the description)
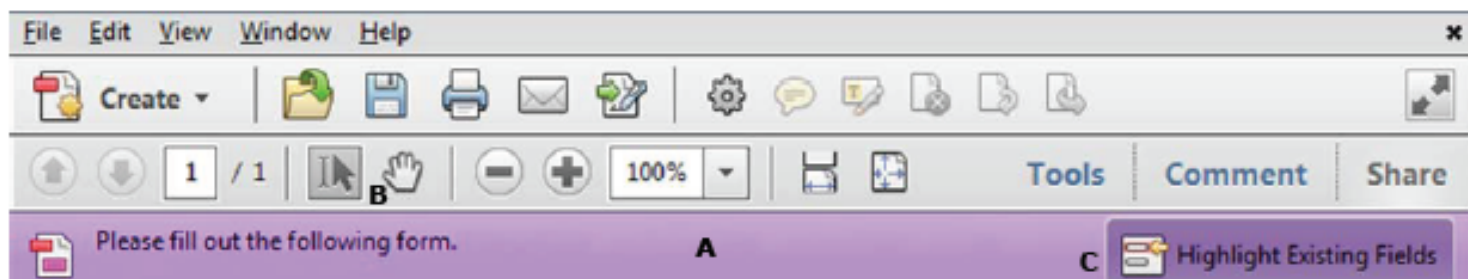
Please attach all supporting documentation.

For detailed instructions please see page 2.

For PR use only

Date Replied: _____

PR Signature: _____

Comments: _____

Instructions for Completing Fillable PDF Form:

Please make sure that the latest version of **Adobe Reader** is installed on your PC to complete the fillable PDF form. You may Download the **FREE** Macintosh or Windows versions of Adobe Reader from Adobe at: https://get.adobe.com/reader/

1. Open the PDF, Click File > Save file as
Name the file your **first name_last name and the date** and choose a location to save the file on your computer before completing the form. (jon_doe_01_01_16.pdf)

Once you have saved the interactive form to your computer, you are ready to **fill in the required information**. (Be sure to **save** and **retain** a copy of the completed form for your records.)

2. Fill in interactive form
An interactive form contains fields that you can select or fill in.

  A. Purple message bar indicates presence of fillable fields.

  B. Right-click the document, and select either the Hand Tool or the Select Tool from the pop-up menu. 🖑 or ⌖

  C. To make form fields easier to identify, click the Highlight Existing Fields button on the document message bar.

Form fields appear with a colored background light blue, and all **required form fields** are outlined in **red**.

  D. Click to select options, such as list boxes. Click inside a text field to type.

*Note: The pointer changes to a different icon as you move it over a field. For example, the Hand tool changes to an I-beam when you can type text into the form field.

E. When finished filling in all of the required information, **save** the form and **click the Email address at the top** to create an Email. (staff.name@vdfp.virginia.gov)

F. **Attach** the completed PDF and send.

– You may also Mail the Form:
Please print the completed form with all of the required information and mail to:
1005 Technology Park Drive
Glen Allen, Virginia 23059

– You may also Fax the Form:
Please print the completed form with all of the required information and Fax to:
(804) 371-3444

3. Print form
• Choose **File > Print** or Click the Print button.

• Choose a printer from the menu at the top of the Print dialog box.

• In the **Comments and Forms menu** in the upper-right area of the Print dialog box, **choose Document**, and then **click OK:**

*Note: To print the form and the typed entries, You **MUST choose Document**. This option prints text you've typed using the Add Text tool.