



# THE CITY OF LYNCHBURG, VIRGINIA

Human Resources Department  
900 Church Street, Lynchburg, VA 24504  
TEL: (434) 455-4200  
FAX: (434) 845-4304  
[www.lynchburgva.gov](http://www.lynchburgva.gov)

Date \_\_\_\_\_

City of Lynchburg employee \_\_\_\_\_ requires a

COVID-19 test due to: \_\_\_\_\_.

Test site (circle one):

**Walk-In-Care-Wards Road**

14005 South Wards Road, Suite A

Lynchburg, Virginia 24501

Phone (434) 473-7700 Hours: Sun-Sat. 8:00 am – 6:00 pm

**Walk-In-Care-Candlers Mountain**

2832 Candlers Mountain Road

Lynchburg, Virginia 24502

Phone (434) 473-7700 Hours: Mon-Fri 7:00 am – 9:00 pm; Sat & Sun. 8:00am-9:00pm

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Employee Print Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

Employee D.O.B \_\_\_\_\_

Employee Contact Number: \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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**Attn:**

Employer's designated point of contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

**Invoice Testing Charges to (if self-pay): City of Lynchburg**

**Employer Address Information:**

**City of Lynchburg  
Attn: Human Resources  
900 Church Street  
Lynchburg, VA 24504**