

## Make a FOIA Request:

This is a request filed under the Freedom of Information Act.

Date \_\_\_\_\_:

Description of request :

**Note:** Describe the specific records you are requesting in enough detail so that they can be located with a reasonable amount of effort. Generally, a record is "reasonably described" when the description contains sufficient file-related information (type of document, title, subject area, date of creation, originator, etc.) or the request contains enough event-related information (date and circumstances surrounding the event the record covers) to enable the Government to conduct an organized specific search.

**Agreement to pay fees:** Please be advised that by making a FOIA request, it shall be considered an agreement by you to pay all applicable fees up to \$25.00 (see 22 CFR 171.14), unless you seek a waiver of fees (see 22CFR171.17). We will confirm this agreement in our acknowledgement letter. When making a request, you may specify a willingness to pay a greater or lesser amount.

I am willing to pay fees for this request up to a maximum of \$\_\_\_\_\_. Please inform me if the estimated fees will exceed this limit before processing my request

**How to Contact You:** In order for us to respond or contact you, you must include either your e-mail address or a mailing address.

Name	Email (personal)
<input type="text"/>	<input type="text"/>

Street Address	City and State
<input type="text"/>	<input type="text"/>

Zip or Postal Code	Telephone number
<input type="text"/>	<input type="text"/>