

FREEDOM OF INFORMATION ACT REQUEST – RECORDS FOR DECEASED INDIVIDUAL

Due to the COVID-19 virus, Then EMCBC is unable to receive mail from the U.S. Postal Service, therefore requests will only be accepted by email. Please send your request form to the following email address: foiaoffice@emcbc.doe.gov.

I would like to request a copy of the following records pertaining to a deceased individual:

- Medical Records X-ray reports Occupational & Industrial Records
 Personnel Records Radiation Exposure Records Other records as described
below:

I would like these records in the following format:

- Paper Copies mailed to my address Electronic Copies saved to CD/DVD and mailed to my address
 Electronic copies e-mailed to the following e-mail address:

The following information should provide you with everything you need to process this request:

Name of Deceased: _____ (Please Print)

Deceased Social Security Number: _____

Deceased Was Employed by _____ at

Cost Information (requests must address the issue of fees):

Maximum cost that I am willing to pay for records: \$_____ (you will be informed if estimated costs exceed the agreed upon amount)

To verify proof of death:

(1) I have completed this form and:

(2) I have enclosed a document establishing proof of death, such as a death certificate, obituary notice or similar proof.

When the above requested records are found, please forward them to me or another person I have designated to receive my records on my behalf at the following address:

Name: _____

Address: _____

E-Mail Address: _____

Phone Number: _____

Date: