

Environmental Management Consolidated Business Center (EMCBC) FOIA Request Form

Please provide accurate information below in order to complete the FOIA request form. Be as clear and accurate as possible, in order to facilitate a successful request.

Basic Information

Name:

Organization:

Address:

Phone:

Email:

Description of Record(s)

Describe the record(s) in as much detail as possible in order to allow an official every opportunity to locate the requested record. In order to complete your request, the FOIA clarifies that the record(s) you seek must exist at the time of request. Most DOE files are not permanently stored, so please be thorough in your description as to increase every chance of locating the requested record.

Examples of details to include: dates, titles, names, file designations, and offices to search.

Enter the description of the record you seek with as much detail as possible:

Preferred format:

Requester Information

Select the best description of your role and intent with the record:

Individual requesting for personal, noncommercial use

Affiliate of an educational, noncommercial, scientific, or scholarly institution for scholarly, noncommercial use

Affiliate of private corporation for company use

Media representative:

Newspaper

Magazine

Television Station

Other

Other (please specify):

Fees & Waivers

In this section, you agree to pay all fees in the request process, states the amount you are willing to pay, or requests a waiver/reduction of fees.

- I agree to pay all fees associated with my request.
- I agree to pay a specific amount in fees for my request: \$
- I am seeking a waiver or reduction in fees for my request.

For waivers/reduction, please answer the following questions with as much detail as possible in order to more successfully obtain a waiver/reduction in fees:

1. Subject: Does the subject of the requested record relate to government activities?
2. Informative Value: Does the requested record contribute to greater understanding of government activities?
3. Contribution to Public: Does the requested record reveal information in a way that will increase public awareness of the subject?
4. Significance to Public: Does the requested record "significantly" contribute to the public's understanding of government activities?
5. Commercial Interest: Does the requested record lead to a personal, commercial benefit?

6. Primary Interest: Is the request more beneficial in terms of personal, commercial benefit, or public interest?

If my request for a waiver/reduction in fees is denied, I agree to:

Pay all fees associated with my request.

Pay up to \$ _____ for my request.

Expedited Processing

I wish to expedite the processing of this request for the following reason:

Imminent threat to an individual

Urgent need to inform public of actual/suspected government activities (ONLY available for requester that selected disseminating information as primary goal)

Specific details for reason of expedited request:

[Contact Information & Privacy Act Advisory \(Link\)](#)