



HUNTINGTON DISTRICT FOIA REQUEST FORM

Return completed form via fax or mail to:

FOIA Officer, Office of Counsel
U.S. Army Corps of Engineers, Huntington District
502 8th Street
Huntington, WV 25701-2070
Phone (304) 399-5880/5268
Fax (304) 399-5156

Date of Request: _____

Requestor Name/Company: _____

Telephone Number: _____

Mailing Address: _____

E-mail Address: _____

1. Under provisions of 5 USC 552, the Freedom of Information Act, and Department of the Army Regulation 25-55, the following information/documents are being requested: (Attach additional pages if more space is needed. Please include any known file or permit number(s) as well as location information, parties involved, site addresses, etc.)

2. As indicated in 32 C.F.R. Section 518.85(b)(2), you must state in writing you are willing to pay Government processing costs (i.e. search, review and duplication costs). A search for responsive records will be initiated when you indicate a "willingness to pay" the above costs by checking one of the boxes below. In the event your request involves processing costs, our Resource Management office requires a tax identification number for your business or the last four (4) digits of your social security number. The fees are as follows: \$20.00 per hour for clerical search and review and \$44.00 per hour for professional search and review. Copying costs are \$.15 for each printed side of a duplicate page and \$.25 for each printed side of microfiche copy. (Please check one of the boxes below.)

- The Requestor agrees to pay any statutory costs for providing these records.
- The Requestor agrees to pay up to \$_____ (fill in dollar amount) for these records. Please notify if costs exceed this amount.
- Please notify Requestor if there will be any charges before fulfilling this request.

3. To assist us in completing your request, please check one of the boxes below:

- Requestor wishes to be called so that requested material may be picked up.
- Please mail requested material to requestor at the address listed above.

*Once the FOIA request is considered complete, the 20-day period commences “on the date on which the request is first received by the appropriate component of the agency, but in any event not later than ten days after the request is first received by any component of the agency” as designated in the agency’s regulations.

Signature of requestor (Please include the business or organization name and your title if applicable.)

Tax ID number (business or organization requests only)

Last four (4) digits of Social Security Number (requests made by an individual)