



PITTSBURGH DISTRICT FOIA REQUEST FORM

**Complete, SAVE and Print this document.
Mail, FAX or E-Mail completed document to:**

**Agency is generally allowed 20 business days
to respond to requests.**

FOIA Officer/Service Center Representative
USACE, Pittsburgh District
Office of Counsel
1000 Liberty Avenue, 22nd Floor,
Federal Building
Pittsburgh, PA 15222-4186
E-mail: patricia.kitchen@usace.army.mil
Fax: (412) 644-4113 (ATTN: FOIA Officer)
Phone: (412) 395-7407

Date of Request: _____

Requester _____

Name/Company: _____

Telephone: _____

Address: _____

Email Address: _____

Please Check Type of Request _____ **Individual** _____ **Commercial** _____ **News/Education**

1. Pursuant to the Freedom of Information Act, 5 USC 552, I request these record(s): (Include any information to locate records, such as file number, permit number, address, location information or parties involved. Use back of form or additional pages if more space needed.)

2. Requester understands that fees may be charged for search, review, and/or duplication of records requested. Fees are \$24 per hour for clerical level search and review, \$48 per hour for professional level search and review, and \$110 per hour Executive level. Copies are \$.15 for each printed side of a duplicated copy and \$.25 for each printed side of a microfiche copy.

(Please check one)

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

3. Please check one:

- Call Requester to pick up records.
- Mail records to Requester.

Signature of Requester and title if representative of organization