



# 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, 22<sup>nd</sup> Floor,  
Federal Building  
Pittsburgh, PA 15222-4186  
**E-mail:** [patricia.kitchen@usace.army.mil](mailto: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 \$20 per hour for clerical level search and review and \$44 per hour for professional level search and review. 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**