

# FOIA Request Form

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## Requester Contact Information:

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Your Name:

Street Address:

City:

State or Country:  Zip or Postal Code:

Organization (If Applicable)

Address Type:  Home  
 Business

Daytime Phone Number:  Alternative Phone Number

Request on behalf of another party:  No  
 Yes

If so, which party:

FAX Number:

Your E-mail address

Preferred Communication:  Phone  
 E-mail

(Providing an e-mail address allows OSHRC to communicate with you electronically when appropriate. It will also ensure that you receive an e-mail confirmation of our receipt of your request.)

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## Your Request:

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Please describe the record(s) you are seeking so that an employee familiar with the subject area of the request may locate existing record(s) with a reasonable amount of effort. If you are requesting case file records, please provide as much information as possible, such as case name, docket number, inspection number, and/or the specific document(s) or pleading(s) you are seeking. Remember that investigative documents are typically available only from the Occupational Safety and Health Administration (OSHA), which is separate from OSHRC.

Request Description:

Desired Format:

\* Note that paper options may result in additional fees for copying.

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## Expedited Processing:

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A request for expedited processing must set forth the reasons why the request should be expedited. You must certify that the reasons given for seeking expedited processing of this request are true and correct to the best of your knowledge and belief. The FOIA Office will notify you of its decision whether to grant expedited processing within ten days after receiving the certified request. If OSHRC denies the request for expedited processing, you will be advised of your right to submit an administrative appeal, which will be handled expeditiously. A reporting or court deadline is not a sufficient justification.

Select the applicable reason why you are requesting expedited processing:

- There is an imminent threat to the life or physical safety of an individual.
- There is an urgency to inform the public concerning actual or alleged Federal government activity and the request is made by a person primarily engaged in disseminating information.

You MUST provide a justification statement that explains in detail how your request meets one or both of the criteria above, and certify that your explanation is true and correct to the best of your knowledge and belief if you have requested expedited processing. See 29 C.F.R. § 2201.6(e)(1).

Justification:

Certification:

- I certify that the above statement(s) concerning expedited processing are true and correct to the best of my knowledge and belief

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## Fees and Waivers:

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Please be advised that by making a FOIA request, it shall be considered an agreement by you to pay all fees unless you have been granted a fee waiver or specify your willingness to pay fees up to a particular amount.

Please select the appropriate statement:

Fee amount authorized for request:

If we find that the actual cost of processing your request will exceed the amount you specified above, we will stop processing the request and consult with you.

For fee purposes, select one of the following categories:

- I am an individual or organization requesting these materials for a commercial use
- I am a representative of an educational or scientific institution, whose purpose is scholarly or scientific research, and my request is not for a commercial use
- I am a representative of the news media, and my request is not for a commercial use (records supporting news-dissemination are not considered "for commercial use")
- I am an individual or organization not considered educational, scientific, or a member of the news media, requesting materials for a non-commercial use

(Note: Commercial use is defined as a use or purpose that furthers commercial, trade, or profit interests, including through litigation. See 29 C.F.R. § 2201.4(e)).

News Media/ Educational or Noncommercial Scientific Institution Affiliation:

If you are requesting a fee waiver, check both boxes to the right to confirm that you meet OSHRC's fee waiver criteria.

- Disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the Government.
- Disclosure of the information is not primarily in my commercial interest.

Explain how you and your request fall within the above two fee waiver criteria.

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