

INSTRUCTIONS

1. Click on the FOIA form link above to download the PDF file on your computer in Adobe.

(You can download Adobe Reader for free at <http://get.adobe.com/reader/>)

Once the form is open in Adobe, please fill in as much information as possible. Boxes in red are required. Be sure to provide a telephone number or email address for any necessary follow-up. To clear the form and start over, click “Clear Fields” at the bottom of the third page.

2. Once you are ready to submit the completed form, click either “Submit by Email” or “Print” at the bottom of the third page.

➤ **If you click “Submit by Email”:**

- You will be given a choice to use a Desktop Email Application, or Internet Mail.
 - “Desktop Email Application” includes programs such as Microsoft Outlook and Eudora. If you use such an application, choose this option and click “OK,” and an E-mail addressed to oshrc_foia@oshrc.gov will automatically appear with your filled-out FOIA form attached. Then just click send, and your FOIA request will be submitted.
 - “Internet Mail” includes E-mail services such as Hotmail, Yahoo, and Gmail. If you choose this option and click “OK,” you will be prompted to save your filled-out FOIA form to your computer. Save the form to your computer in a place you will remember. Then, sign into your internet mail application (Gmail, Hotmail, etc.), compose an email to oshrc_foia@oshrc.gov, attach your filled-out FOIA form to the email, and click send to submit your FOIA request.
 - After submitting your form, you will receive an email confirming that OSHRC received your FOIA request.

➤ **If you click “Print”:**

- You will be prompted to print your filled-out FOIA form. Then, you must either fax the form to (202) 606-5417, or mail the form to:
Occupational Safety and Health Review Commission
FOIA Requester Service Center
1120 20th Street, NW, 9th Floor
Washington, D.C. 20036-3457

IF YOU HAVE ANY QUESTIONS, please contact the OSHRC FOIA Requester Service Center at (202) 606-5724 or oshrc_foia@oshrc.gov.

NOTE: Submitting a FOIA request with the online FOIA form is optional, and was developed for your convenience and to streamline the request process. You may also submit a FOIA request without the provided FOIA form by E-mail to oshrc_foia@oshrc.gov, by fax to (202) 606-5417, or by mail to the address below.

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