

## **Freedom of Information Act**

...It's Your Right to Know!

- \* The Freedom of Information Act allows you to access government documents.
- \* You may have to do this for permits, but you can access other information too.
- \* The letter may be hand written or typed.
- \* Call the Public Information Office with any questions: **304-926-0440**
- \* COST: Be sure to state the amount of money you are willing to spend. You will be charged for time and copies, but you may also visit the office and go through them there for free. Also, the cost may be waived if you are working with a non-profit willing to make information available for the public good.

\* The following page is a **Sample Letter** from the DEP Citizen's Guide:

(Your Name)  
(Street Address or PO Box)  
(City, State, zip code)  
(Your Telephone Number)  
(Date)

Public Information Officer  
WV Department of Environmental Protection  
601 57th Street SE  
Charleston, WV 25304

RE: Freedom of Information Act Request

Dear Public Information Officer: (write in name if you have called and talked to them)

In accordance with the Freedom of Information Act (FOIA), I request copies of all documents that relate to permit number \_\_\_\_\_ for company \_\_\_\_\_ located in or near (town and county).

(Here, describe the information you are looking for as specifically as possible. Include any permit application numbers, dates, and phrases like, "water quality")

If copying fees exceed the cost of \_\_\_\_\_ (example cost of \$25), please notify me via phone at (Your Telephone Number). I may decide to review the documents at your agency office.

If you have any questions or require additional information, please do not hesitate to call me. Thank you for your timely response and consideration of this request.

Sincerely,  
(Your Name)