

DOE GOLDEN FIELD OFFICE FREEDOM OF INFORMATION ACT OFFICE

How to Submit a Freedom of Information Act Request

If you wish to make a Freedom of Information Act (FOIA) request, you may submit it by e-mail, fax, or U.S. mail addressed to the Golden Field Office's FOIA Officer at the address below, or through the following electronic E-FOIA link:

<https://www.eere-pmc.energy.gov/externalaffairs/FOIARequest.aspx>

Michele Altieri
FOIA & Privacy Act Officer
U.S. Department of Energy
Golden Field Office
1617 Cole Boulevard, Golden, CO 80401-3393
Phone: (303) 275-4770 or Fax: (303) 275-4975
After August 27, 2011 the phone number will change to: (720)356-1427 and the Fax number will change to: (720)356-1780
Email: michele.altieri@go.doe.gov

Please **clearly** mark the mailing envelope, fax or subject line of e-mail “**Freedom of Information Act Request.**”

Describe the records you are requesting as completely and accurately as possible, and provide your name, mailing address, e-mail address, and telephone/Fax numbers.

A telephone call between the requester and the FOIA contact person may be necessary to clarify a request and expedite processing time.

The FOIA request should address your willingness to pay fees indicating a dollar limit, or request a waiver of fees.

Additional information on making a FOIA request may be found in the “*DOJ Guide to the Freedom of Information Act*” at: http://www.justice.gov/oip/foia_guide09.htm