

**DELAWARE DEPT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL  
OFFICE OF THE SECRETARY  
FOIA REQUEST**

**I request to review the following documents, pursuant to the Freedom of Information Act (FOIA), 29 Delaware Code, Chapter 100 and the DNREC FOIA Regulation: (Please be specific in identifying the record(s) needed.)**

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Name of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

**IMPORTANT INFORMATION FOR THE REQUESTOR:**

- The DNREC contact shall make every reasonable effort to determine within 20 business days after receipt of this request whether the records requested exist and/or whether the request can be fulfilled.
- The Freedom of Information Act does not require the DNREC contact to compile data or do research in order to satisfy requests for information. Requests must be specific and adequately describe a document or file.
- Public records may be reproduced when inspected. Photocopies will be made available upon request at the rate of 10 cents per page (for black and white copies) up to 250 pages. Any request for photocopies exceeding 250 pages may require the requestor to furnish a copier and personnel to accomplish the task. Oversized and color copies are charged in accordance with Section 5 of the FOIA Regulation.
- In addition to photocopying charges, the Dept may charge administrative fees associated with the request in accordance with Section 5 of the DNREC FOIA Regulation. The full DNREC FOIA Regulation can be found at: <http://www.dnrec.state.de.us/dnrec2000/FOIA/FOIA.pdf>

**EXEMPTION FROM FEES (if qualified):**

- ( ) **Private Individuals:** Individuals who are not deriving income or other forms of compensation from the use of information obtained through this FOIA request qualify for an exemption from all administrative fees and copying fees of \$25.00 or less. To qualify for this exemption, individuals must submit a signed affidavit along with this request, stating that they will not be deriving income or other forms of compensation from the use of information received through this request. If over 250 pages are to be copied, the requestor may be required to bring in both copier and personnel to make the copies.
- ( ) **Non-profits:** Non-profit organizations that submit proof of their tax-exempt status and a signed affidavit from an officer or the governing body of the organization which indicates that the requestor is authorized to request the information on behalf of the organization will be exempt from all administrative fees and for copying fees of \$25.00 or less. If over 250 pages are needed, the requestor may be required to bring in both copier and personnel to make the copies.

\_\_\_\_\_  
Signature of DNREC contact

Total Charges \_\_\_\_\_ for \_\_\_\_\_ copies

**NOTE: This form can be printed and returned via facsimile to: (302) 739-6242 or sent via Postal Service to: Office of the Secretary, Dept of Natural Resources and Environmental Control, 89 Kings Hwy, Dover, De 19901**