



## FACT SHEET

### What is the Freedom of Information Act?

The Freedom of Information Act (FOIA) is the law that gives you access, with certain exceptions, to information about the functions, procedures, policies, decisions, and operations of Federal agencies.

### Do I have to file a FOIA request to get information about the FCC?

No. The FCC routinely makes a wide variety of information about its decisions and actions available to the public through its website (<http://www.fcc.gov>) and Reference Information Center (445 12th Street, S.W., Washington, D.C. 20554; 8:00 AM to 4:30 PM Monday through Thursday and 8:00 AM to 11:30 AM on Friday). Among the types of information routinely available are comments filed by the public, Commission orders in docketed cases, broadcast applications, petitions for rulemakings, various legal and technical publications, and historical Commission and industry information.

To obtain information that is not routinely available, you must file a FOIA request. However, some information, such as internal deliberative material, confidential financial information, personal information about individuals, and some law enforcement records, is exempt from disclosure.

### How do I file a FOIA request?

You may file a FOIA request by using the electronic E-FOIA request form at <http://www.fcc.gov/foia> or by e-mail to [foia@fcc.gov](mailto:foia@fcc.gov). Requests, marked "Freedom of Information Act Request" on both the envelope and letter, can also be sent by surface mail to the Managing Director, Federal Communications Commission, 445 12<sup>th</sup> Street, S.W., Room 1-A836, Washington, D.C. 20554, (or 9300 East Hampton Drive, Capitol Heights, MD 20743 for commercial overnight mail) or by FAX to 202-418-2826 or 202-418-0521. You can track the status of your FOIA request by calling the FOIA Requestor Service Center at 202-418-0440 or 202-418-0212.

### If I file a FOIA request, how long will it be before I get the information?

If you file a FOIA request, the FCC will generally respond within 20 (or in some cases 30) business days of receipt of your FOIA request. If we determine that your request will take longer than 20 to 30 business days to respond to, we will notify you so that you can modify your request or arrange with the FCC for an alternative time frame.

### Is there any cost for requesting information through FOIA?

There may be depending on the type of requestor you are. Commercial requestors are required to pay all costs for searching, reviewing and duplicating records. Educational, non-commercial scientific institutions or news media pay only for duplicating more than 100 pages. All other requestors pay for searches of more than two hours and duplication of more than 100 pages.

### Where can I learn more about using the FOIA to request FCC information?

Visit us on the Internet at <http://www.fcc.gov/foia>. The FCC's FOIA Public Liaison is Shoko Hair, who can be reached at 202-418-1379 or [Shoko.Hair@fcc.gov](mailto:Shoko.Hair@fcc.gov).