USIBWC Freedom of Information Act (FOIA) Request Form

Requester Information:

Name: _____

Address: _____

Phone No: _____ **Email Address:** _____ **Date of Request:** _____

Subject of Request: *(Please describe very specifically the subject or scope of your request for existing documents, so as to enable the agency to perform a proper search.)*

_____

Time frame when documents were created (June 1 thru June 30, 2025):

If applicable, geographic vicinity:

If applicable, geographic vicinity:

List any applicable numbers for reports and contracts:

Department or division:

Are you willing to incur reasonable fees for search, duplication and/or review? If not, please explain:

☐ Yes ☐ No ☐ Up to what amount? (optional)

Signature of Requester _____

Responsive documents will be provided to an email address if submitting the request via email unless another delivery method is specified. Specify the format you wish the records to be provided; i.e. paper copy, etc...

You may attach this completed form and **email** it to leg@ibwc.gov; or
You may **fax** this form to (915) 209-8927; or
You may **mail** this form to: USIBWC
Attn: Legal Office - FOIA
4191 N. Mesa Street
El Paso, TX 79902

Clearly mark your email, fax, or envelope **"Freedom of Information Act Request"**