



Freedom of Information Act Request

The following provides information on making a FOIA request to the Council of the Inspectors General on Integrity and Efficiency. **NOTE: If you are seeking information relating to a matter specifically handled by one of CIGIE's member offices, you need to address your FOIA request to that particular office. You will find links to each of the CIGIE member OIG offices at www.ignet.gov/content/inspectors-general-directory.**

There are three ways you may make a FOIA request:

• **Write:**

Council of the Inspectors General on Integrity and Efficiency
1717 H Street, NW, Suite 825
Washington, DC 20006

• **Electronic mail:** FOIASTAFF@cigie.gov

• **Fax:** (202) 254-0162

If you chose to e-mail or fax your request, please include the following information:

- Today's date
- Name (first and last name)
- Address (street, city, state and zip)
- Phone number
- Fax number (if available)
- Electronic mail address (if available)
- Finally, describe in detail the records requested. Please provide as much information as you have available to.

In order to protect the privacy of individuals who request information about themselves, the requester must provide either a notarized statement or a statement signed under the penalty of perjury, declaring that the requester is actually the person they claim to be. Original signatures are required.

Model Privacy Act Declaration Form: Declaration (pdf)

CIGIE will not process requests from individuals seeking information about themselves if this requirement is not met. This helps CIGIE ensure that private information about any individual is not improperly disclosed to third parties.

CIGIE FOIA Public Liaison, Deborah Waller, Supervisory Government Information Specialist, DOJ/OIG; (202) 616-1210