

U.S. Department of Energy

Southwestern Power Administration

To make an FOIA request, please provide the information below. Failure to enter accurate and complete information may render your FOIA request impossible to fulfill.

* Requests submitted under the Privacy Act must be signed and, therefore, cannot be submitted on this form.

Contact Information

Name

Organization

Address

Fax Number

Phone Number

Email Address

Reasonably Describe Records

Describe the specific record (s) you seek with sufficient detail that a knowledgeable official of the activity may locate the record with a reasonable amount of effort. Such detail should include: dates, titles, file designations, and offices to be searched. Since most DOE records are not retained permanently, the more information that you provide, the better the opportunity there is to determine if the records involved still exist and where they reside. The FOIA clearly states that records must exist at the time the request is submitted.

Description

Specify preferred form or format

Type of Requestor

Select a description of yourself and the purpose of the request to help determine your category for assessing fees.

An individual seeking information for personal use and not for commercial use.

Affiliated with an educational or noncommercial scientific institution, and this request is made for scholarly or scientific purposes and not for commercial use.

Affiliated with a private corporation and seeking information for the use in the company's business.

A representative of the news media and the request is made as part of news gathering and not for commercial use.

Fees and Waivers

Your request must include a statement that (1) you agree to pay any fees that may be incurred to process the request; (2) stipulates an amount you are willing to pay; or (3) requests a specific waiver or reduction of fees.

Please select the statement that applies * Maximum fee amount

I agree to pay all applicable fees.

I agree to pay up to a specified amount for fees.

I request a waiver or reduction of fees.

Expedited Processing

Justification

an imminent threat to the life or physical safety of an individual exists or

an urgency to inform the public concerning actual or alleged Federal Government activity exists (this option available ONLY for requesters primarily engaged in disseminating information).

I request expedited processing of the request and provide a justification below. I believe a compelling need exists to warrant expedited processing because there is:

Please provide your specific justification for expedited processing

Mail form to:
FOIA/Privacy Act Officer
Southwestern Power Administration
1 W 3rd st, Suite 1600
Tulsa, Oklahoma 74103-3502

Email form to:
foia@swpa.gov

Fax form to:
Fax: 918-595-6755