

FOI-001

Freedom of Information Act Request

Completed forms may be submitted in person, via email to: drs.foia@po.state.ct.us or mailed to:

Department of Revenue Services
Office of Legal Affairs/FOIA
450 Columbus Boulevard, Suite 1
Hartford, CT 06103-1837

All inquiries regarding this request or questions related to Department of Revenue Services (DRS) Freedom of Information Act (FOIA) procedures may be answered by calling **860-297-5618** during business hours.

Reminders:

- Requests for return information cannot be made under FOIA. See form **LGL-002, Request for Disclosure of Tax Return or Tax Return Information**, available on the DRS website at www.ct.gov/DRS, to request return information for a specific taxpayer.
- This request is also a public record and subject to disclosure.
- FOIA allows for the request of documents. Questions are not an appropriate FOIA request.
- Copying charges are \$0.25 per page; charges for electronic records vary.

Part I: Requestor Information

Name _____

Mailing address _____

City _____ State _____ ZIP Code _____

Phone _____ Ext. _____ Fax _____

Email _____

Preferred Method of Receipt: Email Mailing address

Media Request: Yes No If yes, affiliation and deadline: _____

Please notify the Department if any of the above information changes.

Part II: Description of Records Request

Document review and/or copies sought of the following records:

This request for the disclosure of information is for the time period beginning, _____ and ending, _____.