

# Freedom of Information Request

## INSTRUCTIONS

To request records, fill out this form and submit to the Guam Department of Administration's Director using one of the three methods described below. Send no money at this time.

If the request is for individually identifiable personal information, an authorization or release permitting the disclosure of this information signed by the person or the person's representative or a court order permitting such release shall be submitted with the request. Failure to submit documentation which specifically authorizes the disclosure of, and specifically identifies the personal information authorized to be disclosed, will result in a denial of the records, or the redaction of all information that may lead to the identity of a person's personal information.

The Freedom of Information Act [5 GCA 10106] requires a written response to non-commercial requests within 4 business days after the receipt of the request. The Department's response may include a written notice by the director or the director's designee requesting for an extension of another 10 days, or to a date agreed upon by the requestor and the Department, and the reason(s) for the extension.

Requestor Name: (Please Print or Type) \_\_\_\_\_

Organization or Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Check here if the records requested are to be used for commercial purposes ☐ Date of Request: \_\_\_\_\_

## DESCRIPTION OF RECORDS REQUESTED

(Note that FOIA is not intended as the means to ask for responses to questions.)

☐ REQUESTING COPIES

☐ TO INSPECT RECORDS

Mail to: Freedom of Information Request  
Guam Department of Administration  
P.O. Box 7420  
Tamuning, GU 96931

OR E-mail to: [foia@doa.guam.gov](mailto:foia@doa.guam.gov)

Please include "**Freedom of Information Request**"  
in the subject line of the e-mail.