

United States Department of Commerce Freedom of Information Act (FOIA) Reference Guide



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1.0 Introduction

The goal of this Reference Guide is to familiarize you with the specific procedures for making a Freedom of Information Act (FOIA) request to the United States Department of Commerce (“DOC” or “Department”). Following the information in this Guide will make it more likely that you will receive the information that you are seeking in the shortest amount of time possible. This Reference Guide also includes descriptions of the types of records maintained by different parts of the agency, some of which are readily available through means other than the FOIA.

Initially, it is important to understand that there is no central office in the government that processes FOIA requests for all federal agencies. Each agency responds to requests for its own records. Therefore, before sending a request to DOC, you should determine whether this agency is likely to have the records you are seeking. Each agency should have its own FOIA reference guide, so if the records you are interested in are kept by another agency you may wish to request a copy of that agency's guide.

1.1 The Freedom of Information Act

The Freedom of Information Act, or FOIA (5 U.S.C. § 552, as amended), generally provides any person with the statutory right to obtain access to federal agency records. This right of access is not unlimited because certain information may be protected from disclosure by one of FOIA's nine statutory exemptions. This right of access is enforceable in court and is supported at the administrative agency level by transparency and open government initiatives.

The FOIA does not, however, provide access to records of the Congress or the federal courts, records of state or local government agencies, or records of private businesses or individuals. All states have their own statutes governing public access to state and local government records; requesters should consult with state and local agencies for further information about state and local access laws. Moreover, the FOIA does not require agencies to: conduct research for a requester, analyze data, answer written questions, or create records (such as lists or statistics) in response to a request. In sum, agencies only produce records in their possession and control.

DOC's policy is to implement the FOIA uniformly and consistently, and to provide maximum allowable disclosure of records. Anyone can request access to DOC records under the FOIA – individuals, foreign citizens, partnerships, corporations, associations, and foreign, state or local governments. Exceptions to this rule include other federal agencies, fugitives from justice (if the requested records relate to the requester's fugitive status), and any foreign government or international governmental organization, either directly or through a representative, requesting records from agencies of the intelligence community. Requesters are treated equally under the FOIA; however, in some circumstances distinctions are made in order to determine fee category, fee waiver requests, and requests for expedited processing

1.2 DOC FOIA Regulations and Resources

The formal rules for making of FOIA requests to DOC are set forth in 15 CFR Part 4¹. DOC's FOIA regulations, along with other FOIA resources, can be found at:

http://www.osec.doc.gov/opog/FOIA/FOIA_Resources.html.

1.3 DOC FOIA Program Structure

DOC carries out its programmatic responsibilities at the Department level, as well as through fourteen bureaus and operating units (“BOUs” or “components”), which are:

Office of the Secretary (OS)
Immediate Office of the Secretary (IOS),
Bureau of Economic Analysis (BEA),
Bureau of Industry and Security (BIS),
Economic Development Administration (EDA),
Economics and Statistics Administration (ESA),
Bureau of the Census (Census),
International Trade Administration (ITA),
Minority Business Development Agency (MBDA),
National Institute of Standards and Technology (NIST),
National Oceanic and Atmospheric Administration (NOAA),
National Telecommunications and Information Administration (NTIA),
National Technical Information Service (NTIS),
Office of the Inspector General (OIG), and
U.S. Patent and Trademark Office (PTO).

Each of the above components, through their distinct missions, contribute to DOC's overall objective of promoting economic growth for the nation and providing opportunities for all Americans. With this in mind, individual components may have records unique to their individual missions. You may submit a FOIA at either the Department level or at the component level. Information on how to submit FOIA requests is discussed in sections 3 and 4 of this Reference Book.

1.3.1 Chief FOIA Officer

In accordance with the FOIA, DOC has designated a Chief FOIA Officer – a high-level official who monitors FOIA implementation throughout the agency, and recommends to the head of the agency such adjustments to practices and policies as may be necessary.

¹ The U.S. Patent and Trademark Office (PTO) operates under its own FOIA regulations at 37 CFR Part 102, Subpart A, and requests for PTO records should be sent directly to the PTO.

The DOC Chief FOIA Officer:

- Provides direction and guidance on the FOIA program as it is being implemented within DOC;
- Serves as DOC's senior policy authority on matters relating to the public disclosure of information;
- Advises on FOIA and privacy issues related to informed consent, disclosure risk, and data sharing;
- Assigns responsibility for administering the DOC's FOIA program;
- Ensures DOC policies and procedures regarding information disclosures are compliant with statutory and government-wide policy requirements;
- Verifies component adherence to all relevant information disclosure policies and procedures; and
- Continually strives to identify and implement FOIA best practices.

Contact information for the Chief FOIA Officer can be found at in Attachment A or at:
http://www.osec.doc.gov/opog/FOIA/FOIA_office.html.

1.3.2 Deputy Chief FOIA Officer

DOC also has designated a Deputy Chief FOIA Officer, who is also the Department Privacy Act Officer. The Deputy Chief FOIA Officer has policy and operational oversight of DOC's FOIA and Privacy Act programs and:

- Supports the Department's Chief FOIA Officer;
- Serves as the Departmental FOIA Officer—makes withholding and release determinations for FOIA requests applicable to the Department as a whole or which encompass multiple BOUs;
- Provides direction and guidance on the FOIA program as it is being implemented within the DOC;
- Ensures component compliance with the FOIA, DOC FOIA regulations, central agency guidance;
- Leads the development of: Departmental policies, regulations, procedures and guidelines dealing with FOIA;
- Leads the Department's efforts for FOIA outreach and collaboration and
- Prepares reports, on behalf of the Chief FOIA Officer, on the agency's performance in implementing the FOIA.

Contact information for the Deputy Chief FOIA Officer can be found in Attachment A or at:
http://www.osec.doc.gov/opog/FOIA/FOIA_office.html.

1.3.3 Component FOIA Officers

Each of DOC's components has a designated FOIA Officer. A component FOIA Officer serves as lead for the FOIA team at each component, and is the focal point for all the FOIA activities within a component. Component FOIA Officers:

- Ensure all internal and external communications meet or exceed Open Government requirements, while following all applicable FOIA laws, regulations, and policies;
- Guide the component's efforts by identifying information frequently requested under the FOIA for proactive disclosure;
- Provide guidance to the public and internal component employees on FOIA requirements, processing, and tools; and
- Lead component efforts for FOIA outreach and collaboration.

Contact information for the Deputy Chief FOIA Officer can be found in Attachment A or at: http://www.osec.doc.gov/opog/FOIA/FOIA_foiacontacts.html.

1.3.4 DOC FOIA Public Liaison and FOIA Requester Service Center

The FOIA requires all federal agencies to establish one or more FOIA Requester Service Centers and FOIA Public Liaisons to assist FOIA requesters with inquiries about the FOIA process in general and their FOIA requests in particular. The DOC FOIA Public Liaison is a supervisory official who reports to the agency Chief FOIA Officer and serves as the official to whom a requester can raise concerns about the service the requester has received. The DOC FOIA Public Liaison is responsible for assisting in reducing delays, increasing transparency and understanding of the status of requests, and assisting in the resolution of disputes across DOC regarding FOIA service and determinations.

The DOC's FOIA Requester Service Center and DOC's FOIA Public Liaison contact information can be found in Attachment B or at: http://www.osec.doc.gov/opog/FOIA/FOIA_servicecenters.html.

1.3.5 Component FOIA Public Liaisons and FOIA Requester Service Centers

Each DOC component may have a FOIA Requester Service Center and a FOIA Public Liaison. Generally, a component FOIA Public Liaison reports to the component FOIA Officer. Similar to the DOC FOIA Public Liaison, the component FOIA Public Liaison is a supervisory official who reports to the component FOIA Officer and serves as the official to whom a requester can raise concerns about the service the requester has received at the component level. The component FOIA Public Liaison is responsible for assisting in reducing delays; increasing transparency and understanding of the status of requests; and assisting in the resolution of disputes with a component's FOIA service and determinations.

Component FOIA Requester Service Center and Component FOIA Public Liaison contact information can be found in Attachment B or at:

http://www.osec.doc.gov/opog/FOIA/FOIA_servicecenters.html.

1.3.6 DOC Privacy Act Officer

The DOC Privacy Act Officer is the focal point for all the Privacy Act activities within DOC and:

- Provides direction and guidance on the Privacy Act program as it is being implemented within DOC;
- Ensures DOC compliance with all applicable Privacy Act laws, regulations, and policies;
- Provides guidance to the public and DOC employees and contractors, as appropriate, on Privacy Act requirements and request processing; and
- Leads the Department's efforts for Privacy Act outreach and collaboration.

1.3.7 Component Privacy Act Officers

A component Privacy Act Officer serves as the lead for the component Privacy Act team, and is the focal point for all the Privacy Act activities within the component. Component Privacy Act Officers:

- Ensure component compliance with all applicable Privacy Act laws, regulations, and policies;
- Provide guidance to the public and internal component employees and contractors, as appropriate, on Privacy Act requirements and request processing; and
- Lead component efforts related to Privacy Act outreach and collaboration.

Contact information for DOC component Privacy Act Officers is available at:
http://www.osec.doc.gov/opog/FOIA/FOIA_foiacontacts.html.

2.0 Access to Certain Records without a Formal FOIA Request

All agencies are required by statute to make certain types of records, created by the agency on or after November 1, 1996, available electronically. If you have access to the Internet, you will not need to make a FOIA request to obtain access to these records. These records include:

1. Final opinions, including concurring and dissenting opinions, as well as orders made in the adjudication of cases;
2. Those statements of policy and interpretations which have been adopted by the agency and are not published in the *Federal Register*;
3. Administrative staff manuals and instructions to staff that affect members of the public;

4. Copies of records, regardless of form or format—that have been released to any person in accordance with the FOIA and
 - that because of the nature of their subject matter, the agency determines have become or are likely to become the subject of subsequent requests for substantially the same records or
 - that have been requested three or more times;
5. A general index of the records referred to in number four;
6. The agency's annual FOIA report, which includes such information as the number of FOIA requests received by the agency, the amount of time taken to process requests, the total amount of fees collected by the agency, information regarding the backlog of pending requests, and other information about the agency's handling of FOIA requests;
7. The agency's annual Chief FOIA Officer reports, which contains a detailed description of the steps taken by the agency to improve FOIA compliance and transparency, as well as details of FOIA administration at the agency; and
8. Any other records the agency deems appropriate for affirmative disclosure.

DOC's Electronic FOIA reading room can be found here:

http://www.osec.doc.gov/opog/FOIA/FOIA_elibrary.html.

3.0 Where to make a FOIA Request

DOC is organized into a number of components. Each component processes its own records in response to FOIA requests. Therefore, your request will receive the quickest possible response if it is addressed directly to the component that you believe has the records you are seeking. Contact information for each component, including addresses, can be found in Attachment A.

3.1 FOIAonline (automated request)

FOIAonline is a multi-agency FOIA processing and tracking tool that allows the public to electronically submit FOIA requests. There is no fee for using the system. You may register for an account or submit a request as a guest user at:

<https://foiaonline.regulations.gov/foia/action/public/home>.

Guest users may:

- Search for previously released records;
- Generate reports; and
- Receive records electronically if you provide an email address.

Registered users may, in addition to the above:

- Track the progress on all of your requests submitted through FOIAonline via a personal dashboard;
- Communicate directly with the agency at all points in the process;
- Have your contact information pre-populated in future requests; and
- Receive notification when the status of your request has changed.

When submitting a new request via FOIAonline, please ensure that you select the “U.S. Department of Commerce” for “Agency” and the appropriate component under the “Sub-Agency” selection list under the “Agency Selection” box:

Figure 1 - Create a FOIA request in FOIAonline

Search FOIA Requests

Make a FOIA Request

Create an Account

Create Request

The Freedom of Information Act (FOIA) is a federal law that gives the public the right to make requests for federal agency records. Agencies may withhold information according to [nine exemptions](#) contained in the statute. The FOIA applies only to federal agencies. It does not apply to records held by Congress, the courts, or by state or local government agencies. Each state has its own public access laws that should be consulted for access to state and local records.

* indicates a required field.

Agency Selection

* Agency : U.S. Department of Commerce

* Sub-Agency : U.S. Department of Commerce (General)

For more information, see the list of sub-agencies:

- Bureau of Economic Analysis
- Bureau of Industry and Security
- Census
- Economic Development Administration
- Economics & Statistics Administration
- Immediate Office of the Secretary
- International Trade Administration
- Minority Business Development Agency
- National Institute of Standards and Technology
- National Oceanic and Atmospheric Administration
- National Technical Information Service
- National Telecommunications and Information Administration
- Office of Inspector General
- U.S. Department of Commerce
- United States Patent and Trademark Office

Request Type Selection

* Request Type :

Contact Information

Prefix :

* First Name :

Middle Initial :

* Last Name :

Organization :

Email Address :

Phone Number :

Fax Number :

Address Line 1 :

Address Line 2 :

* City :

* State/Province :

* Zip Code / Postal Code :

Territories ▼

The FOIAonline system offers several resources for users, including:

- FOIAonline Public User Guide.
- Videos:
 - Search FOIA Requests;

- Make a FOIA Request; and
- Create an Account.

The above-mentioned resources can be found at:
<https://foiaonline.regulations.gov/foia/action/public/home/resources>.

3.2 Mail

If you believe that DOC maintains records you are seeking, but you are uncertain about which component has the records or believe that your request may involve multiple components, you may send your request to:

Deputy Chief FOIA Officer
Office of Privacy and Open Government
Room 52010
1401 Constitution Avenue, NW
Washington, D.C. 20230
Attention: FOIA Request

You may also send your requests to the component that you believe maintains records you are seeking. See Attachment E for component contacts and addresses.

3.3 Email

You may also send you request via email at efoia@doc.gov. Please enter “**FOIA Request**” in the subject line.

4.0 How to Make a FOIA Request

4.1 General Requirements

You should send your FOIA request directly to the DOC component that you believe has the records you seek. If you are not sure which component to submit a FOIA request or think your request might involve multiple components, you should submit your request at the Department level. The Department and the components will coordinate responses to ensure you get access to the Department records you request.

DOC does not require a special form when making a FOIA request. Requests should be in writing. DOC and DOC components now accept FOIA requests submitted electronically, including by the FOIAonline system, email, and/or facsimile.² You should include the notation

² See Appendix A for contact information to submit FOIA requests. DOC regulations no longer require components to receive FOIA requests by facsimile.



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“Freedom of Information Act Request” in your e-mail or on the front of your request envelope and also at the beginning of your request letter. See Attachment C for a sample FOIA letter.

A FOIA request can be made for any agency record. Agency records subject to the FOIA are those either created or obtained by an agency, and those under agency control at the time of the FOIA request. Broadly, this includes paper documents, tapes, photos and electronic records generally in the possession and control of an agency. Agencies within the executive branch of the federal government, including independent regulatory agencies and some Executive Office of the President entities, are subject to the FOIA. State government, municipal corporations, the courts, Congress, and private citizens are not subject to the FOIA.

You can also specify the format in which you wish to receive the records, and the Department will make best efforts to comply with that desire. Before submitting your request, you may contact DOC’s or the component’s FOIA contact or FOIA Public Liaison to discuss the records you are seeking and to receive assistance in describing the records.

There are statutory exemptions that authorize the withholding of information of a sensitive nature. The FOIA’s exemptions protect, for example, national security, personal privacy, privileged records, and law enforcement interests. When DOC withholds information from you, it ordinarily must specify which exemption of the FOIA permits the withholding. See Attachment D for a list of FOIA exemptions.

You should be aware that the FOIA does not require agencies to conduct research, analyze data, answer written questions, or create records in response to a request.

4.2 Privacy and Certification of Identity

In order to protect your privacy as well as the privacy of others, whenever you request information about yourself you will be asked to provide either a notarized statement or a statement signed under penalty of perjury stating that you are the person who you say you are. You may fulfill this requirement by:

1. completing and signing a DOC Certification of Identity form (see Attachment E),
2. having your signature on your request letter witnessed by a notary, or
3. including the following statement immediately above the signature on your request letter:
“I declare under penalty of perjury that the foregoing is true and correct. Executed on [date].”

You must fulfill this requirement by providing an original. Email is not permitted.

If you request information about yourself and do not follow these procedures, your request cannot be processed. This requirement helps to ensure that private information about you will not be inappropriately disclosed to anyone else.

Similarly, if you request records relating to another person, and disclosure of the records could invade that person's privacy, they ordinarily will not be disclosed to you. For example, if you seek information that would show that someone else (including your spouse or another member of your immediate family) has ever been the subject of a criminal investigation or was even mentioned in a criminal file and you do not provide the subject's consent or proof of their death, in almost all cases DOC will respond by stating that it will "neither confirm nor deny" the existence of responsive law enforcement records. Such law enforcement information about a living person is released without that person's consent only when no personal privacy interest would be invaded by disclosing the information or in cases where the individual's privacy interest is outweighed by a strong public interest in disclosure.

When a request for records pertains to a third party, you may receive greater access by submitting either a notarized authorization signed by that individual or a declaration made in compliance with the requirements set forth in 28 U.S.C. § 1746 by that individual authorizing disclosure of the records to you (see Attachment E, DOC Certification of Identity form), or by submitting proof that the individual is deceased (e.g., a copy of a death certificate or obituary).

4.3 Description of Records Sought

All FOIA requests must include a reasonable description of the records requested (for example "A log of FOIA requests received between Jan. 1, 2013, and the present"). In making your request you should be as specific as possible with regard to names, titles, dates, places, events, subjects, recipients, or agency component(s) or offices likely to maintain records that are of interest to you. The more specific you are about the records or types of records that you want, the more likely it will be that DOC or the appropriate DOC component will be able to locate those records and ensure that any required fees are kept to a minimum. Additionally, you should be aware that DOC ordinarily will ask you to specify a date-range for the records you seek. Necessary information will vary depending on the type of records you are seeking. Before submitting your request, you may contact the DOC or component FOIA contact or FOIA Public Liaison to discuss the records you are seeking and to receive assistance in describing the records.

4.4 Acknowledgment of Receipt and Requests for Clarification

When DOC or a DOC component receives your FOIA request, it ordinarily will send you an acknowledgement of the request and assign it a tracking number. Please be aware that if you provide an email address or submit your request via email or through the FOIAonline system, your FOIA request acknowledgement will be sent to you via a system generated email. If additional information is required from you so that the processing of your request can begin, the appropriate FOIA Office will contact you. In some circumstances, the FOIA office may need to clarify what

records you are seeking. In the instance where clarification is necessary, you and the FOIA Office might agree to modify the initial request to ensure the request describes clearly what records are sought.

Additionally, you should be aware that if you do not specify an end-date for a search, DOC and DOC components ordinarily will use the date upon which they begin a record search as the “cut-off” date for identifying records that are responsive to a FOIA request. Of course, you can specify a date-range for the records you seek, and the component would then search for records created during the time period you specify. If you do not identify a date range, DOC and DOC components will typically ask you to provide one prior to conducting a search for records that may be responsive to your request.

Note that a request cannot be made for future records; if at a later time you want any records created or obtained since a prior FOIA request, you should submit a new FOIA request for that information with appropriate date ranges for the new search.

4.5 Privacy Act Records

Under certain circumstances you may be entitled to receive more information under the Privacy Act of 1974 (a separate federal statute) than under the FOIA. Under the FOIA, generally anyone can request access to any federal agency record. Privacy Act requests however, can be made only by: (a) U.S. citizens or aliens lawfully admitted for permanent U.S. residence, (b) who are seeking information about themselves, and (c) which is maintained in a system of records and accessed using their names or other personal identifiers. Even if a request does not mention the Privacy Act, DOC automatically treats applicable requests as being made under both the FOIA and the Privacy Act. In this way, requesters receive the maximum amount of information available to them under the law. You may be required to complete and sign a DOC Certification of Identity form (see Attachment E) if records about yourself are processed under the Privacy Act. See also [section 4.2](#) for alternative methods of verifying your identity under the Privacy Act. Likewise, if you are requesting records about another individual, you may not receive personal privacy information related to that person unless that person completes and signs a DOC Certification of Identity form.

5.0 Response Times

Under the FOIA, federal agencies are required to respond to a FOIA request within twenty business days, excluding Saturdays, Sundays, and legal holidays. This time period generally begins when the request is actually received and perfected by the DOC FOIA Office or the FOIA Office of the DOC component that maintains the records sought. If your request was misdirected, the DOC FOIA Office receiving the request will forward it to the proper DOC component. If DOC takes more than ten days to route your request to the appropriate component, the twenty-day time period begins to run at that point, even if the appropriate component has not yet received your request.

Many DOC components (e.g., Office of the Secretary, Census, NOAA, OIG, PTO) receive hundreds of requests each year. Many of these requests require a line-by-line review of hundreds or even thousands of pages of documents. Although DOC makes every effort to respond to FOIA requests as quickly as possible, in some cases it simply cannot do so within the specified time period. This may be due either to the volume of records at issue in a given request or to the fact that the component has a backlog of previously received requests that are awaiting processing. In general, DOC processes FOIAs on a first-in, first-out (FIFO) basis³, subject to its multi-track processing system.

5.1 Multi-Track Processing

DOC uses “multi-track” processing queues to manage its FOIA workloads:

- Simple – A FOIA request that DOC anticipates will involve a small volume of material or which will be able to be processed relatively quickly.
- Complex – A FOIA request that typically seeks a high volume of material or requires additional steps to process such as the need to search for records in multiple locations.
- Expedited – In certain limited situations, FOIA requesters can ask that their request be processed ahead of other pending requests. This is called expedited processing. The standards for expedited processing are set out in the FOIA and in DOC’s regulations and are discussed in [section 6](#) of this guide.

5.2 Processing Extensions

Under the FOIA, DOC or a DOC component may extend the twenty-day response time when “unusual circumstances” exist by up to ten working days for a total of up to thirty working days. Unusual circumstances exist when:

- DOC or a component needs to collect responsive records from separate offices or components;
- the request involves a “voluminous” amount of records that must be located, compiled, and reviewed; or
- DOC or a component needs to consult with another federal agency, the White House, DOC, and/or other DOC component(s) that have a substantial interest in the responsive information.

When such a time extension is needed, the component will notify you of this in writing and offer you the opportunity to modify or limit the scope of your request. Alternatively, you may agree to a different timetable for the processing of your request. DOC’s or the component’s FOIA Public Liaison can assist you with this.

³ Processing may not always occur under a strict FIFO basis, because each request may be assigned to a different FOIA professional to process. Therefore, requests may be processed and completed in parallel.

6.0 Expedited Processing

DOC generally processes requests in the order in which they are received. However, you may request expedited handling of your request. To request expedited processing, you must submit a statement explaining why your request should be expedited.

DOC relies on Title 15, Code of Federal Regulations (15 C.F.R.), Section 4.6(f) in determining whether to grant expedited requests. A FOIA request will be expedited only in the following cases:

1. Circumstances in which the lack of expedited treatment could reasonably be expected to pose a threat to the life or physical safety of an individual;
2. The loss of substantial due process rights (a request will not normally be expedited merely because the requester is facing a court deadline in a judicial proceeding);
3. A matter of widespread and exceptional media interest involving questions about the Government's integrity which affect public confidence; or
4. An urgency to inform the public about an actual or alleged Federal Government activity, if made by a person primarily engaged in disseminating information.

A request for expedited processing must be accompanied by a detailed statement setting forth the reasons why your request should be expedited. You should certify that the reasons you have given are true and correct. DOC will be required to notify you of its decision whether to grant or deny expedited processing within ten calendar days after receiving your letter. If DOC denies your request for expedited processing, your request will be processed consistent with DOC's normal practice of FIFO⁴, subject to its multi-track processing system, and you will be advised of your right to submit an administrative appeal of that denial. If your expedited request is granted, your FOIA request will be given priority and processed as soon as practicable. Finally, DOC notes that decisions whether to grant or deny expedited processing are done on a case-by-case basis; therefore, you must request expedited processing and provide the necessary proof to DOC or the component.

7.0 FOIA Fees

There is no fee to file a FOIA request. By law, however, an agency is allowed to charge certain fees for processing a request. Fees charged by DOC or a DOC component depends on the fee category of the requester.

7.1 FOIA Fee Categories

DOC categorizes the requester for the purpose of assessing fees pursuant to DOC's FOIA regulations 15 C.F.R. § 4.11. Fees may be assessed for search, review, and duplication, depending

⁴ Processing may not always occur under a strict FIFO basis, because each request may be assigned to a different FOIA professional to process. Therefore, requests may be processed and completed in parallel.

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on the category of the requestor. The following is a chart of the four specific categories and chargeable fees:

Table 1 - FOIA Fee Categories

Category	Chargeable Service
Commercial Use Requesters	Search, Review, and Duplication
Educational and Non-commercial Scientific Institutions Requesters	Duplication (excluding the cost of the first 100 pages)
Representative of the New Media	Duplication (excluding the cost of the first 100 pages)
All Other Requesters	Search and Duplication (excluding the cost of the first 2 hours of search and 100 pages)

7.2 FOIA Fee Schedule and Hourly Processing Fees

DOC or a DOC component, under the Department's FOIA regulations, 15 CFR § 4.11, applies the following fee schedule:

Table 2 - FOIA Fee Schedule

Service	Rate
(i) Manual Search	Hourly rate from Table 3 of employee involved.
(ii) Computerized search	Actual direct cost, including operator time.
(iii) Review of records	Actual direct cost, including operator time, using the hourly rate from Table 3, of the employee involved.
(iv) Duplication of records:	
(A) Paper copy reproduction	\$.08 per page.
(B) Other reproduction (e.g., converting paper into an electronic format (e.g., scanning), computer disk or printout, or other electronically-formatted reproduction (e.g., uploading records made available to the requester into FOIAonline))	Actual direct cost, including operator time, using the hourly rate from Table 3, of the employee involved.

A fee is not charged if the charges for processing the request are less than or equal to the cost of routine collection and processing of the fee. Therefore, if the total of charges due for processing a

DEPARTMENT OF COMMERCE FOIA REFERENCE GUIDE

request is \$20 or less, no fee will be charged. If the estimated fee for search or duplication charges exceeds \$20 the requester shall be notified, unless the requester has stated in the FOIA request an amount sufficient to cover the estimated fees.

If a DOC component estimates that fees will be more than \$20 or more than the amount you agreed to pay and less than \$250, the component will notify you of the estimated amount. You will be required to agree in advance and in writing to pay the estimated fees before the component proceeds further with your request.

If a DOC component estimates that fees will be \$250 or more, you will be required to pay the estimated fees in advance before the component proceeds further with your request. Checks for processing a FOIA request must be made out to the U.S. Department of Treasury. If, while processing your request, a DOC component finds that the actual fees exceed the estimated fee, the component will obtain your consent to pay the additional fees before continuing to process your request. If the actual fees to process your request are less than any advance payment you have made, you will be refunded the overpayment amount. Refunds are handled through the U.S. Department of Treasury.

Advance payment is also required if you failed previously to pay a properly charged FOIA fee to any component or other federal agency within 30 calendar days of the date of billing. In such a case, DOC or the DOC component will notify you that you are required to pay the full amount due, plus any applicable interest, and to make an advance payment of the full amount of any anticipated fee, before DOC or the DOC component begins to process a new request or continues to process a pending request from you. The notice will offer you an opportunity to discuss the matter with Departmental personnel in order to modify the request in an effort to meet your needs at a lower cost.

If a DOC component reasonably believes that a requester or a group of requesters acting together is attempting to divide a request into a series of requests for the purpose of avoiding fees, the component may aggregate those requests and charge accordingly. Among the factors the component shall consider in deciding whether to aggregate are the closeness in time between the component's receipt of the requests, and the relatedness of the matters about which the requests are made. A DOC component may generally presume that multiple requests that involve related matters made by the same requester or a closely related group of requesters within a 30 calendar day period have been made in order to avoid fees. If requests are separated by a longer period, a component shall aggregate them only if a solid basis exists for determining that aggregation is warranted under all the circumstances involved. Multiple requests involving unrelated matters shall not be aggregated.

The hourly processing fees for calculating direct costs for Department or component personnel searching for, duplication, and reviewing records are reflected in Table 3.

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Table 3 - FOIA Hourly Processing Fees

Type	Grade	Hourly Rate
Administrative	E-9/GS-8 and below	\$28
Professional	Contractor/O-1 to O-6/W-1 to W-5/GS-9 to GS-15	\$56
Executive	O-7 and above and Senior Executive Service	\$128

8.0 Fee Waivers

If you expect or are advised that a fee will be charged, you may request a waiver of those fees. Pursuant to procedures established in 15 CFR § 4.11(l), DOC and DOC components use the following criteria in deciding whether the statutory standard for granting a reduction in fees or a fee waiver has been met:

1. The subject of the requested records must concern identifiable operations or activities of the Federal Government.
2. The disclosable portions of the requested records must be meaningfully informative about Government operations or activities in order to be “likely to contribute” to and increase public understanding of those operations or activities.
3. The disclosure of the requested information must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the individual understanding of the requester.
4. The disclosure of the requested information is likely to contribute “significantly” to the public’s understanding of Government operations or activities.
5. Whether the requester has a commercial interest that would be furthered by the requester.
6. Whether any identified commercial interest of the requester is sufficiently great, in comparison with the public interest in disclosure, such that the disclosure is not primarily in the commercial interest of the requester.

Requests for fee waivers from individuals who are seeking records pertaining to themselves usually do not meet this standard because such disclosures usually benefit the individual requester rather than increase the public’s understanding of government operations and activities. In addition, a requester’s inability to pay fees is not a legal basis for granting a fee waiver. Please note that fees can be waived at the discretion of DOC or a DOC component, even if a requester does not meet the six regulatory factors identified above.

9.0 Initial Request Determinations

9.1 General

Once DOC or a DOC component has received your request and any fee issues have been resolved, DOC or the relevant component will send you a written initial determination. In the vast majority of cases, DOC or the relevant component will include all documents that can be disclosed along with the determination letter, though in some cases the documents themselves may be sent to you separately, within a reasonable time after the determination letter has been sent to you. As mentioned previously, the FOIA provides access to all federal agency records, or portions of those records, except to the extent those records are protected by any of the FOIA's nine exemptions. The determination letter will advise you of whether any information is being withheld pursuant to one or more of the exemptions. When a page of a record is being withheld in its entirety, the component ordinarily will specify the number of pages being withheld or make a reasonable effort to estimate the volume of the withheld information. Where a page of a record is being withheld in part, the withheld portions of the page will ordinarily be specifically marked with the applicable exemptions.

The FOIA authorizes agencies to withhold information when they reasonably foresee that disclosure would harm an interest protected by one of nine exemptions. See Attachment D for a list of the FOIA exemptions.

Congress also provided special protection in the FOIA for three narrow categories of law enforcement and national security records. The provisions protecting those records are known as "exclusions." Records falling within one of the following exclusions are not subject to the requirements of the FOIA and thus would not be released to you or discussed in the response letter:

1. The first exclusion protects the existence of an ongoing criminal law enforcement investigation when the subject of the investigation is unaware that it is pending and disclosure could reasonably be expected to interfere with enforcement proceedings.
2. The second exclusion is limited to criminal law enforcement agencies and protects the existence of informant records when the informant's status has not been officially confirmed.
3. The third exclusion is limited to the FBI and protects the existence of foreign intelligence or counterintelligence, or international terrorism records when the existence of such records is classified.

9.2 Interim Responses

If a request involves voluminous records or requires searches in multiple locations, to the extent feasible, a component shall provide the requester with interim responses. Such responses may include records that have been withheld in part under one or more applicable FOIA exemptions set forth at 5 U.S.C. § 552(b) (see Attachment D for a list of the FOIA exemptions). DOC and DOC components will make reasonable efforts to provide to requesters an estimated date when a

final determination will be provided. An interim response is not a determination and appeal rights need not be provided with the interim response.

9.3 Request Determination

Grants of requests. If DOC or a component makes a determination to grant a request in whole or in part, it shall notify the requester in writing of such determination. DOC and its components shall also inform the requester:

- Of any change in fee amount; and
- That the requester may contact the relevant FOIA Public Liaison or FOIA contact for further assistance.

DOC or the component shall disclose records to the requester promptly upon payment of any applicable fees. Records disclosed in part shall be marked or annotated to show the applicable FOIA exemption(s) and the amount of information deleted, unless doing so would harm an interest protected by an applicable exemption. The location of the information deleted shall also be indicated on the record, if feasible.

Adverse determinations of requests. If DOC or a DOC component makes an adverse determination regarding a request, it shall notify the requester of that determination in writing. An adverse determination is a denial of a request and includes decisions that:

- The requested record is exempt, in whole or in part;
- The request does not reasonably describe the records sought;
- The information requested is not a record subject to the FOIA;
- The requested record does not exist, cannot be located, or has previously been destroyed;
- The requested record is not readily reproducible in the form or format sought by the requester; or
- Deny requested fee category status, provide fee estimates that the requester believes may be excessive, deny requests for fee waivers, or deny requests for expedited processing.

Content of denial. The denial letter shall be signed by an official listed in [Appendix B](#) to the DOC FOIA regulations 15 C.F.R. Part 4 (or a designee) (see Attachment F of this Reference Guide), and shall include:

- The name and title or position of the person responsible for the denial;
- A brief statement of the reason(s) for the denial, including any FOIA exemption(s) applied by the component in denying the request;
- An estimate of the volume of any records or information withheld, by providing the number of pages or some other reasonable form of estimation. This estimate is not required if the volume is otherwise indicated by deletions marked on records that are disclosed in part, or

if providing an estimate would harm an interest protected by an applicable FOIA exemption;

- A statement advising the requester of the right to seek dispute resolution services from the Departmental or component FOIA Public Liaison, Deputy Chief FOIA Officer or component FOIA officer, or from the Office of Government Information Services (OGIS) at the National Archives and Records Administration; and
- A statement that the denial may be appealed and a list of the requirements for filing an appeal set forth in the DOC FOIA regulations 15 C.F.R. § 4.10(b) and discussed below in section 10.

10.0 Administrative Appeals

You may file an administrative appeal if you are not satisfied with an initial determination from DOC or one of its components. You also may file an administrative appeal if you have requested expedited processing or a fee waiver and the component has denied that request. You may also appeal a determination that what has been requested is not reasonably described, that a record does not exist or cannot be located, that a record is not readily reproducible in the form or format requested, that the requested information is not a record subject to the FOIA, or a determination regarding the charging of a fee. In short, you may appeal any adverse determination made by a component. For more information about the meaning of an adverse determination, please see section 9.3 above.

You will be advised of your right to file an administrative appeal in the component's response containing the adverse determination. You will also be advised that you have the option to contact the DOC or component's FOIA Public Liaison or FOIA contact or the Office of Government Information Services (OGIS) at the National Archives and Records Administration. Those resources may be able to answer any questions you have about the handling of your request. If you do elect to file an appeal of requests submitted on or after July 1, 2016, it must be in writing and to be considered timely it must be postmarked, or in the case of electronic submissions, transmitted, within 90 calendar days after the date of the component's response.⁵

There is no particular language needed to file an administrative appeal. You should identify the component that denied your request and include the initial request number that the component assigned to your request and the date of the component's action. You must also enclose copies of the original FOIA request and the component's determination letter, if any. There is no need to attach copies of released documents unless they pertain to some specific point you are raising in your administrative appeal. You should explain what specific action by the component you are appealing. All appeals should include a statement of the reasons why the records requested should be made available and why the adverse determination was in error. No opportunity for personal appearance, oral argument or hearing on appeal is provided.

⁵ All appeals from requests submitted before July 1, 2016 must be filed within 30 calendar days of the adverse determination.

Administrative appeals from DOC or DOC components, except OIG and PTO, are reviewed by the Assistant General Counsel for Employment, Litigation, and Information (AGC-ELI) at DOC. Requests submitted to OIG and PTO are reviewed by the Office of Inspector General Chief Counsel and the U.S. Patent and Trademark Office General Counsel respectively. The relevant office ordinarily will have available all of the files pertaining to the processing of your request and will make an independent determination as to whether the component has properly handled your request.

Under the FOIA, DOC is ordinarily required to make a determination on your administrative appeal within twenty business days. DOC may take one of several actions on your administrative appeal. It may affirm the component's action in full, in which case it will often identify the reason why the component's action was proper. Alternatively, it may overturn part or all of the component's action.

Appeals can be submitted in writing or electronically, as described in sections 10.1 and 10.2 of this Reference Guide. For requests filed on or after July 1, 2016, the appeal must be received by the appropriate office during normal business hours (8:30 a.m. to 5:00 p.m., Eastern Time, Monday through Friday) within 90 calendar days of the date of the written denial of the adverse determination or, if there has been no determination, an appeal may be submitted any time after the due date of the determination, including the last extension based on unusual circumstances or agreed to by the requester.⁶ Written or electronic appeals arriving after normal business hours will be deemed received on the next normal business day. If the 90th calendar day falls on a Saturday, Sunday, or a legal public holiday, an appeal received by 5:00 p.m., Eastern Time, the next business day will be deemed timely. Appeals received after the 90-day limit will not be considered.

10.1 Administrative Appeals – Department of Commerce (DOC) FOIA Requests

Appeals, other than appeals from requests made to the Office of Inspector General and the U.S. Patent and Trademark Office, will be decided by AGC-ELI, except that appeals for records requests that were initially denied by the AGC-ELI shall be decided by the General Counsel. Written appeals should be addressed to the AGC-ELI, or the General Counsel if the records were initially denied by the AGC-ELI. The address of both is:

U.S. Department of Commerce
Office of the General Counsel
1401 Constitution Avenue NW, Room 5896
Washington, DC 20230

For a written appeal, both the letter and the appeal envelope should be clearly marked "Freedom of Information Act Appeal."

⁶ All appeals from requests submitted before July 1, 2016 must be filed within 30 calendar days of the adverse determination.

Appeals for DOC FOIA requests may also be submitted electronically through the FOIAonline web portal accessible at <https://foiaonline.regulations.gov/foia/action/public/home> or by email to FOIAAppeals@doc.gov. In order to submit or track a FOIA administrative appeal through FOIAonline, you must first create an account and become a registered user on the site. To track a submitted request or administrative appeal through FOIAonline as a guest user, use the search bar in the top-right corner of the site to enter in your tracking number and hit “Enter” or select the magnifying glass icon. In the search results, the “Phase” column will provide you with the current status of the request or administrative appeal.

Upon receipt of an appeal, AGC-ELI, or the General Counsel if the records were initially denied by AGC-ELI, ordinarily shall send an acknowledgement letter to the requester which shall confirm receipt of the requester’s appeal. For requests submitted by email or FOIAonline, the acknowledgement letter shall come via email.

10.2 Administrative Appeals – Office of Inspector General (OIG) FOIA Requests

Appeals of initial and untimely determinations by the Office of Inspector General shall be decided by the Counsel to the Inspector General, except that appeals of records requests that were initially denied by the Counsel to the Inspector General shall be decided by the Deputy Inspector General. Written appeals should be addressed to the Counsel to the Inspector General, or the Deputy Inspector General if the records were initially denied by the Counsel to the Inspector General. The address of both is:

U.S. Department of Commerce
Office of Counsel
Room 7898C
1401 Constitution Avenue NW
Washington, DC 20230

For a written appeal, both the letter and the appeal envelope should be clearly marked “Freedom of Information Act Appeal.”

Appeals for OIG FOIA requests may also be submitted electronically through the FOIAonline web portal accessible at <https://foiaonline.regulations.gov/foia/action/public/home> or by email to FOIA@oig.doc.gov. In order to submit or track a FOIA administrative appeal through FOIAonline, you must first create an account and become a registered user on the site. To track a submitted request or administrative appeal through FOIAonline as a guest user, use the search bar in the top-right corner of the site to enter in your tracking number and hit “Enter” or select the magnifying glass icon. In the search results, the “Phase” column will provide you with the current status of the request or administrative appeal.

10.3 Administrative Appeals – U.S. Patent and Trademark Office (PTO) FOIA Requests

Appeals for PTO shall be decided by a Deputy General Counsel. Appeals should be addressed to the:

General Counsel
United States Patent and Trademark Office
PO Box 1450
Alexandria, Virginia 22313-1450

Both the letter and the appeal envelope should be clearly marked “Freedom of Information Appeal”.

11.0 Resolving Disputes

As mentioned previously, the Department has a FOIA Public Liaison and each component may also have a FOIA Public Liaison who is a supervisory official to whom you may turn if you are dissatisfied with the services received from a FOIA component. The FOIA Public Liaison can assist you throughout the request process, from working with you and the component to arrange an alternative time frame for processing your request, to increasing understanding regarding the status of your request, to assisting you in resolving disputes. All of DOC’s FOIA Public Liaisons are listed in Attachment B and their contact information is also available at:

http://www.osec.doc.gov/opog/FOIA/FOIA_servicecenters.html.

In addition, the Office of Government Information Services (OGIS), an office created within the National Archives and Records Administration, offers mediation services to FOIA requesters. They may be contacted in any of the following ways:

Office of Government Information Services
National Archives and Records Administration
Room 2510
8601 Adelphi Road
College Park, MD 20740-6001

Email: ogis@nara.gov
Phone: 301-837-1996
Fax: 301-837-0348
Toll-free: 1-877-684-6448

Finally, the FOIA provides requesters with the right to challenge an agency’s action in federal court. Before doing so, you ordinarily will be required to have first filed an administrative appeal.

12.0 Making a Privacy Act Request

The Privacy Act of 1974, 5 U.S.C. § 552a, prohibits the disclosure of a record which is contained in a system of records absent the written consent of the individual to whom the record pertains, unless the disclosure is pursuant to one of twelve statutory exceptions. The Act also provides individuals with a means by which to seek access to and amendment of their records, and sets forth various agency record-keeping requirements. The Privacy Act applies only to U.S. citizens and aliens who are lawfully admitted for permanent residence in the United States. It applies only to personal information maintained by agencies in the Executive Branch of the Federal Government.

The Privacy Act pertains only to information that is maintained in a “system of records,” which the Act defines as a group of agency-controlled records from which information is retrieved by a unique identifier, such as an individual’s name and/or birth date, social security number, or employee identification number. The Privacy Act further defines a “record” as any individually identifiable set of information that an agency might maintain about a person. The Department of Commerce does not have records on each person. To make a Privacy Act request, the Department would have to be holding a record about you. More information regarding the Department’s System of Records Notices is available at:

http://www.osec.doc.gov/opog/PrivacyAct/PrivacyAct_SORNs.html.

If the records you seek are not indexed in a system of records, then DOC or its component will process your request as a FOIA request.

Information may be requested from DOC or one of its components under the Privacy Act, but only for records that are maintained by DOC or a component. The Privacy Act allows individuals to gain access to their own personal records (unless the requested records are exempted from disclosure), and to seek correction or amendment of federally maintained records that are inaccurate, incomplete, untimely, or irrelevant. If you are requesting your own record(s) under the Privacy Act, DOC will process your request under the Privacy Act first, and if the request does not qualify as a Privacy Act request, then DOC will process your request as a FOIA request.

Under the Privacy Act, you may request copies of DOC records that:

1. are about you; and
2. are filed and can be retrieved by your name or a personal identifier (such as your Social Security number).

There are three basic elements to a letter requesting records under the Privacy Act:

1. a statement that the request is being made under the Privacy Act;
2. the letter should include the name, address, and signature of the requester; and
3. the request should describe the records as specifically as possible.



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You can describe the records by identifying a specific system of records or by describing your contacts or involvement with an agency. If possible, include in your description information such as the date and place the records were created, the file descriptions, subject matter, persons involved, and other pertinent details that will help identify the records.

In order to protect your privacy as well as the privacy of others, whenever you request information about yourself, we will ask you to provide either a notarized statement or a statement signed under penalty of perjury stating that you are the person that you say you are. This requirement can be met by completing the Certificate of Identification form (see Attachment E). DOC requires that this form be completed before records will be disclosed.

Privacy Act requests shall be made in writing either in person or by mail. Please mark the envelope **“Privacy Act Request”** and mail your request to the contact identified in Attachment A. Though the initial inquiry may be by email, email submissions of required documentation for Privacy Act requests will not be accepted. Please do not include personally identifiable information (PII) (such as a social security number or birthdate) in an email inquiry.

A third party request refers to a request from any persons for access to records concerning another person. If you are requesting another living person’s record, you need the person’s written consent to disclose the record(s) to you. Third party requests require completion of the Certificate of Identification form (see Attachment E). Once the form is received, the request is typically handled by the FOIA office like other first-person Privacy Act requests. The third party to whom the records are to be released must be identified on the Certificate of Identification form—DOC will not release personal information to a third party without your signed consent and identification of the third party on the form.

Attachment A – DOC FOIA Offices and Contacts

Department of Commerce Chief FOIA Officer

Catrina Purvis, CISSP, Esq.
Chief Freedom of Information Act Officer
Office of Privacy and Open Government
Room 52010
1401 Constitution Avenue, N.W.
Washington, DC 20230
Phone: 202-482-1190
Email: cpo@doc.gov

Department of Commerce Deputy Chief FOIA Officer

Michael Toland, Ph.D.
Office of Privacy and Open Government
Room 52010
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-3842
FAX: 202-482-0827
E-mail: mtoland@doc.gov

Department of Commerce Freedom of Information Officer

Michael Toland, Ph.D.
Office of Privacy and Open Government
Room 52010
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-3842
FAX: 202-482-0827
E-mail: mtoland@doc.gov

Immediate Office of the Secretary

Bobbie Parsons
Office of Privacy and Open Government
Room 52010
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-3257
FAX: 202-482-0827
E-mail: BParsons@doc.gov



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Bureau of Economic Analysis

Dondi Staunton
Communications Division
Mail Stop BE - 64
Room 8K120C
4600 Silver Hill Road
Washington, DC 20233
Telephone: 301-278-9798
E-mail: Dondi.Staunton@bea.gov

U.S. Census Bureau

Vernon Curry
Chief Administration Office
Room 3J424A
4600 Silver Hill Road
Washington, D.C. 20233-3700
Telephone: 301-763-7325
FAX: 301-763-6239
E-mail: census.efoia@census.gov

Economic and Statistics Administration

Pam Moulder
Office of the Under Secretary for Economic Affairs
Room 4341
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-5997
E-mail: pmoulder@doc.gov

Economic Development Administration

Stephen Kong
Office of the Chief Counsel
Room 72023
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-4687
FAX: 202-482-5671
E-mail: SKong@eda.gov



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Bureau of Industry and Security

Jennifer Kuo
Office of Administration
Room 6622
Washington, D.C. 20230
Telephone: 202-482-0953
FAX: 202-482-0326
E-mail: Jennifer.Kuo@bis.doc.gov

International Trade Administration

Victor Powers
Performance Management and Employment Programs Division
Room 40003
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-7937
FAX: 202-482-1584
E-mail: victor.powers@trade.gov

Minority Business Development Agency

Josephine Arnold
Room 5093
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-2332
FAX: 202-482-2500
E-mail: jarnold@mbda.gov

National Institute of Standards and Technology

Catherine Fletcher
Office of the Director
100 Bureau Drive, Mail Stop 1710
Gaithersburg, MD 20899-1710
Telephone: 301-975-4074
FAX: 301-975-5301
E-mail: catherine.fletcher@nist.gov



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National Technical Information Service

Wayne Strickland
Office of Administrative Management
5301 Shawnee Road
Alexandria, VA 22312
Telephone: 703-605-6543
FAX: 703-605-6764
E-mail: wstrickland@ntis.gov

National Telecommunications and Information Administration

Kathy Smith
Office of the Chief Counsel
Room 4713
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-1816
FAX: 202-501-8013
E-mail: scheney@ntia.doc.gov

National Oceanic and Atmospheric Administration

Mark Graff
NOAA Central FOIA Facility
1315 East-West Highway
Room 9719, SSMC3
Silver Spring, MD 20910
Telephone: 301-628-5658
FAX: 301-713-1169
E-mail: mark.graff@noaa.gov

Office of Inspector General

Jennifer Piel
Room 7896
1401 Constitution Avenue, N.W.
Washington, D.C. 20230
Telephone: 202-482-5992
FAX: 202-501-7335
E-mail: FOIA@oig.doc.gov



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U. S. Patent and Trademark Office

Louis J. Boston Jr.

P.O. Box 1450

Alexandria, VA 22313-1450

Telephone: 571-272-3000

FAX: 571-273-0099

E-mail: foiarequests@uspto.gov

(note that efoia@uspto.gov still works)



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Attachment B – DOC FOIA Service Centers and FOIA Public Liaisons

Department of Commerce

FOIA Requester Service Center: telephone number (202) 482-3842

FOIA Public Liaison: Michael J. Toland, Ph.D., telephone (202) 482-3842

Immediate Office of the Secretary

FOIA Requester Service Center: telephone number (202) 482-3257

FOIA Public Liaison: Bobbie Parsons, telephone (202) 482-3257

Bureau of Economic Analysis

FOIA Requester Service Center: telephone number (301) 278-9798

FOIA Public Liaison: Dondi Staunton, telephone (301) 278-9798

Bureau of Industry and Security

FOIA Requester Service Center: telephone number (202) 482-0953

FOIA Public Liaison: Jennifer Kuo, telephone (202) 482-0953

Census Bureau

FOIA Requester Service Center: telephone number (301) 763-0279

FOIA Public Liaison: Iris Boon, telephone (301) 763-0279

Economic Development Administration

FOIA Requester Service Center: telephone number (202) 482-4687

FOIA Public Liaison: Stephen Kong, telephone (202) 482-4687

Economics and Statistics Administration

FOIA Requester Service Center: telephone number (202) 482-5997

FOIA Public Liaison: Pam Moulder, telephone (202) 482-5997

International Trade Administration

FOIA Requester Service Center: telephone number (202) 482-5436

Acting FOIA Public Liaison: Victor Powers, telephone (202) 482-5436

Minority Business Development Agency

FOIA Requester Service Center: telephone number (202) 482-2332

FOIA Public Liaison: Josephine Arnold, telephone (202) 482-2332

National Institute of Standards and Technology

FOIA Requester Service Center: telephone number (301) 975-4074

FOIA Public Liaison: Catherine Fletcher, telephone (301) 975-4074



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National Oceanic and Atmospheric Administration

FOIA Requester Service Center: telephone number (301) 628-5755

FOIA Public Liaison: Rob Swisher, telephone (301) 628-5755

National Telecommunications and Information Administration*

FOIA Requester Service Center: telephone number (202) 482-3842

FOIA Public Liaison: Michael J. Toland, Ph.D., telephone (202) 482-3842

**The Department provides these services for NTIA*

National Technical Information Service

FOIA Requester Service Center: telephone number (703) 605-6543

FOIA Public Liaison: Wayne Strickland, telephone (703) 605-6543

Office of Inspector General

FOIA Requester Service Center: telephone number (202) 482-5992

FOIA Public Liaison: Jennifer Piel, telephone (202) 482-5992

Patent and Trademark Office

FOIA Requester Service Center: telephone number (571) 272-3000

FOIA Public Liaison: Louis J. Boston Jr., telephone (571) 272-3000



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Attachment C – Sample FOIA Letter

Date

Freedom of Information Act Request

ATTN: FOIA Office

(select appropriate address information above depending on the manner of delivery)

To Whom It May Concern:

Under the Freedom of Information Act, 5 U.S.C. § 552, I am requesting copies of [identify the records as clearly and specifically as possible, specifying dates and record location if possible].

If there are any fees for searching or copying the records, please let me know before you fill my request. [Or, please supply the records without informing me of the cost if the fees do not exceed \$_____, which I agree to pay.]

If you deny all or any part of this request, please cite each specific exemption you think justifies your withholding of information. Notify me of appeal procedures available under the law.

Optional: If you have any questions about handling this request, you may telephone me at _____ (home phone) or at _____ (office phone).

Sincerely,

Name

Address

City, State, Zip Code

Phone number

E-mail address

Attachment D – FOIA Exemptions

5 U.S.C. § 552(b)(1): classified national defense and foreign relations information;

5 U.S.C. § 552(b)(2): internal agency personnel rules and practices;

5 U.S.C. § 552(b)(3): information that is prohibited from disclosure by another federal law;

5 U.S.C. § 552(b)(4): trade secrets and other confidential or privileged commercial or financial information;

5 U.S.C. § 552(b)(5): inter-agency or intra-agency communications that are protected by legal privileges, including the deliberative process, attorney-client and attorney work-product privileges;

5 U.S.C. § 552(b)(6): information involving matters of personal privacy;

5 U.S.C. § 552(b)(7): records or information compiled for law enforcement purposes, to the extent that the production of those records:

(b)(7)(A) could reasonably be expected to interfere with enforcement proceedings,

(b)(7)(B) would deprive a person of a right to a fair trial or an impartial adjudication,

(b)(7)(C) could reasonably be expected to constitute an unwarranted invasion of personal privacy,

(b)(7)(D) could reasonably be expected to disclose the identity of and/or information provided by a confidential source,

(b)(7)(E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions, or

(b)(7)(F) could reasonably be expected to endanger the life or physical safety of any individual;

5 U.S.C. § 552(b)(8): information relating to the supervision of financial institutions; and

5 U.S.C. § 552(b)(9): geological information on wells.



DEPARTMENT OF COMMERCE FOIA REFERENCE GUIDE



Attachment E – Certification of Identity Form

The form is found on the next page.

CERTIFICATION OF IDENTITY

PRIVACY ACT STATEMENT

In accordance with 15 CFR Section 4.24(d), the U.S. Department of Commerce requires you provide us with sufficient information to identify you when you submit requests by mail or otherwise not in person under the Privacy Act of 1974, 5 U.S.C. Section 552a. We take this step to ensure that we do not wrongfully disclose the records of individuals who are the subject of U.S. Department of Commerce systems of records. Providing this information is voluntary, however, if you do not provide it we will be unable to take action on your request. If you provide false information on this statement you may be subject to criminal penalties under 18 U.S.C. Section 1001 and/or 5 U.S.C. Section 552a(i)(3).

REQUESTER INFORMATION

1. Full name of requester/ Subject of record(s) sought	Last – Please print or type		First – Please print or type		Middle – Please print or type	
2. Current address	Place of Birth – Please print or type					Date of Birth (mm/dd/yyyy)
3. Requester status Mark (X) appropriate box.	☐ Self ☐ Guardian of individual whose record(s) is sought – Enclose copy of appointing document, ☐ Parent of minor child whose record(s) is sought					
	4. Information being requested – Please describe in as much detail as possible.					
	Please print or type					
5. Declaration	I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.					
6. Authorization to release information to another person.	Original Signature of Requester Date					
	a. If you are authorizing information relating to yourself to be released to another person – Please fill in the information below.  Name of authorized recipient – Please print or type 					
Office Use Only PA/FOIA Control # 	b. Further pursuant to 5 U.S.C. Section 552a(b), I authorize the U.S. Department of Commerce to release the above-described information relating to me. Original Signature of Requester Date					

Attachment F – DOC Officials Authorized to Deny Requests

Appendix B to Part 4—Officials Authorized To Deny Requests for Records Under the Freedom of Information Act, and Requests for Records and Requests for Correction or Amendment Under the Privacy Act

The officials of the Department listed below and their superiors have authority, with respect to the records for which each is responsible, to deny requests for records under the FOIA,¹ and requests for records and requests for correction or amendment under the PA. In addition, the Departmental Freedom of Information Officer and the Freedom of Information Officer for the Office of the Secretary have the foregoing FOIA and PA denial authority for all records of the Department. The Departmental Freedom of Information Officer is authorized to assign that authority, on a case-by-case basis only, to any of the officials listed below, if the records responsive to a request include records for which more than one official listed below is responsible. The Departmental Freedom of Information Officer is authorized to revise this appendix to reflect changes in designation of denial officials. Any such revisions shall be posted on the Department's "FOIA Home Page" link found at the Department's Web site, <http://www.doc.gov>.

The following officials have sole authority under §4.7(c) to deny requests for records in any respect, including, for example, denying requests for reduction or waiver of fees:

OFFICE OF THE SECRETARY

Office of the Secretary: Executive Secretary; Freedom of Information Officer

Office of Business Liaison: Director

Office of Public Affairs: Director; Deputy Director; Press Secretary; Deputy Press Secretary; Assistant Secretary for Legislative and Intergovernmental Affairs; Deputy Assistant Secretary for Legislative and Intergovernmental Affairs

Office of Inspector General: Freedom of Information Officer

Office of the General Counsel: Deputy General Counsel; Assistant General Counsel for Employment, Litigation, and Information; Chief of Information Law Division

Office of Executive Support: Director

Office of Chief Information Officer: Director

ASSISTANT SECRETARY FOR ADMINISTRATION

Office of Civil Rights: Director

Office of Budget: Director

Office of Privacy and Open Government: Director; Departmental Freedom of Information Officer; Immediate Office of the Secretary Freedom of Information Officer

Office of Program Evaluation and Risk Management: Director

Office of Financial Management: Director

Office of Human Resources Management: Director; Deputy Director

Office of Administrative Services: Director

Office of Security: Director

Office of Acquisition Management: Director

Office of Acquisition Services: Director

Office of Small and Disadvantaged Business Utilization: Director

BUREAU OF INDUSTRY AND SECURITY

Under Secretary

Deputy Under Secretary

Director, Office of Administration

Director, Office of Planning, Evaluation and Management

Assistant Secretary for Export Administration

Deputy Assistant Secretary for Export Administration

Director, Office of Strategic Industries and Economic Security

Director, Office of Nonproliferation Controls and Treaty Compliance

Director, Office of Exporter Services

Assistant Secretary for Export Enforcement

Deputy Assistant Secretary for Export Enforcement

Director, Office of Export Enforcement

Director, Office of Enforcement Analysis

Director, Office of Antiboycott Compliance

ECONOMICS AND STATISTICS ADMINISTRATION

Office of Administration: Director

Bureau of Economic Analysis: Director

Bureau of the Census: Freedom of Information Officer

ECONOMIC DEVELOPMENT ADMINISTRATION

Freedom of Information Officer

INTERNATIONAL TRADE ADMINISTRATION

Executive Administration

Under Secretary for International Trade
Deputy Under Secretary for International Trade
Chief Counsel for International Trade
Chief Counsel for Enforcement and Compliance
Trade Promotion Coordinating Committee Secretariat
Director, Office of Public Affairs
Director, Office of Legislative and Intergovernmental Affairs
Chief Information Officer
Deputy Chief Information Officer
Chief Administrative Officer, Office of the Chief Information Officer
Chief Financial and Administration Officer
Deputy Chief Financial Administrative Officer
Director, Budget Division
Director, Financial Management and Administrative Oversight Division
Director, Business Operations and Policy Compliance Division
Director, Performance Management and Employee Programs Division
Freedom of Information Officer

Enforcement and Compliance

Assistant Secretary for Enforcement and Compliance
Deputy Assistant Secretary for Enforcement and Compliance
Director, Office of Foreign Trade Zones Staff
Director, Office of Operations Support
Deputy Assistant Secretary for Antidumping and Countervailing Duty Operations
Executive Director, Antidumping and Countervailing Duty Operations
Director, Office of Antidumping and Countervailing Duty Enforcement I
Director, Office of Antidumping and Countervailing Duty Enforcement II
Director, Office of Antidumping and Countervailing Duty Enforcement III
Director, Office of Antidumping and Countervailing Duty Enforcement IV
Director, Office of Antidumping and Countervailing Duty Enforcement V

Director, Office of Antidumping and Countervailing Duty Enforcement VI
Director, Office of Antidumping and Countervailing Duty Enforcement VII
Deputy Assistant Secretary for Policy and Negotiations
Director, Office of Trade Agreements Negotiations and Compliance
Director, Office of Accounting
Director, Office of Policy

Global Markets

Assistant Secretary of Global Markets and Director General for the US&FCS
Deputy Director General
Principal Deputy Assistant Secretary
Executive Director, Advocacy Center
Director, Business Information and Technology Office
Director, Global Knowledge Center
Director, Office of Budget
Director, Office of Foreign Service Human Capital
Director, Office of Strategic Planning
Director, Office of Administrative Services
Executive Director, SelectUSA
Deputy Assistant Secretary for U.S. Field
National U.S. Field Director
Deputy Assistant Secretary for Asia
Executive Director for Asia
Director, Office of the ASEAN and Pacific Basin
Director, Office of East Asia and APEC
Director, Office of South Asia
Deputy Assistant Secretary for China, Hong Kong, and Mongolia
Executive Director for China, Hong Kong, and Mongolia
Director, Office of China, Hong Kong, and Mongolia
Deputy Assistant Secretary for Western Hemispheres
Executive Director for Western Hemispheres

Director, Office of North and Central America

Director, Office of South America

Deputy Assistant Secretary for Europe, Middle East, and Africa

Executive Deputy Assistant Secretary for Europe, Middle East, and Africa

Executive Director for Europe and Eurasia

Director, Office of Europe Country Affairs

Director, Office of the European Union

Director, Office of Russia, Ukraine, and Eurasia

Executive Director for Africa and Middle East

Director, Office of the Middle East and North Africa

Director, Office of Sub-Saharan Africa

Industry and Analysis

Assistant Secretary for Industry and Analysis

Deputy Assistant Secretary for Industry and Analysis

Trade Agreements Secretariat

Executive Director, Office of Trade Programs and Strategic Partnerships

Director, Trade Promotion Programs

Director, Strategic Partnerships

Director, Office of Advisory Committees and Industry Outreach

Director, Office of Planning, Coordination and Management

Deputy Assistant Secretary for Services

Director, Office of Financial and Insurance Industries

Director, Office of Digital Service Industries

Director, Office of Supply Chain, Professional and Business Services

Executive Director for National Travel and Tourism Office

Director, Office of Travel and Tourism Industries

Deputy Assistant Secretary for Trade Policy and Analysis

Director, Office of Standards and Investment Policy

Director, Office of Trade and Economic Analysis

Director, Office of Trade Negotiations and Analysis

Director, Office of Intellectual Property Rights

Deputy Assistant Secretary for Manufacturing

Director, Office of Energy and Environmental Industries

Director, Office of Transportation and Machinery

Director, Office of Health and Information Technologies

Deputy Assistant Secretary for Textiles, Consumer Goods, and Materials

Director, Office of Textiles and Apparel

Director, Office of Materials

Director, Office of Consumer Goods

MINORITY BUSINESS DEVELOPMENT AGENCY

Chief Counsel

Freedom of Information Officer

NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

Chief, Management and Organization Office

NIST Counsel

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Under Secretary

Deputy Under Secretary for Operations

Chief, Resource and Operations Management

Director, Office of Communications and External Affairs

Director, Office of Marine and Aviation Operations

General Counsel

Deputy General Counsel

Assistant Administrator for National Ocean Services

Deputy Assistant Administrator for National Ocean Services

Assistant Administrator for National Marine Fisheries Service

Deputy Assistant Administrator for Operations for National Marine Fisheries Service

Deputy Assistant Administrator for Regulatory Programs for National Marine Fisheries Service

Assistant Administrator for National Weather Services

Deputy Assistant Administrator for National Weather Services



DEPARTMENT OF COMMERCE FOIA REFERENCE GUIDE



Assistant Administrator for National Environmental Satellite, Data, and Information Service

Deputy Assistant Administrator for National Environmental Satellite, Data, and Information Service

Assistant Administrator for Oceanic and Atmospheric Research

Deputy Assistant Administrator for Programs & Administration (Oceanic and Atmospheric Research)

Assistant Administrator for Program, Planning and Integration

Chief Administrative Officer

Chief Financial Officer

Chief Information Officer

Director, Acquisition and Grants Office

Deputy Director, Acquisition and Grants Office

Head of Contracting Offices, Acquisition and Grants Office

Director, Workforce Management Office

Senior Advisor for International Affairs

Director, Office of Legislation & Intergovernmental Affairs

Freedom of Information Officer

NATIONAL TECHNICAL INFORMATION SERVICE

Director

Deputy Director

Chief Financial Officer/Associate Director for Finance and Administration

NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION

Deputy Assistant Secretary

Chief Counsel

Deputy Chief Counsel

Attachment G – Additional Resources

1.0 Descriptions of Information Available by Component

Department of Commerce

- **Get News**
<https://www.commerce.gov/news>
- **Department Administrative Orders**
<http://www.osec.doc.gov/opog/dmp/daos.html>
- **Department Organization Orders**
<http://www.osec.doc.gov/opog/dmp/doos.html>
- **Freedom of Information Act (FOIA) Reports**
http://www.osec.doc.gov/opog/FOIA/FOIA_reports_annual.html
- **FOIA Resources**
http://www.osec.doc.gov/opog/FOIA/FOIA_Resources.html
- **Open Government Program**
<http://www.osec.doc.gov/opog/OG/default.htm>
- **Privacy Act Program**
<http://www.osec.doc.gov/opog/PrivacyAct/default.html>
- **Privacy Act System of Records Notices (SORNs)**
http://www.osec.doc.gov/opog/PrivacyAct/PrivacyAct_SORNs.html
- **Privacy Impact Assessments (PIAs)**
<http://www.osec.doc.gov/opog/privacy/compliance.html#approvedpias>

Bureau of Economic Analysis

- **National Economic Data**
<https://www.bea.gov/national/index.htm>
- **International Economic Data**
<https://www.bea.gov/international/index.htm>
- **Regional Economic Data**
<https://www.bea.gov/regional/index.htm>

- **Industry Economic Data**

<https://www.bea.gov/industry/index.htm>

Bureau of Industry and Security

- **General**

<https://www.bis.doc.gov/>

- **Organizational Chart**

https://www.bis.doc.gov/index.php/forms-documents/doc_download/692-bis-organization-chart

- **Program Offices**

<https://www.bis.doc.gov/index.php/program-offices>

- **Newsroom**

<https://www.bis.doc.gov/index.php/about-bis/newsroom>

- **Press Releases**

<https://www.bis.doc.gov/index.php/about-bis/newsroom/press-releases>

- **Speeches**

<https://www.bis.doc.gov/index.php/about-bis/newsroom/speeches>

- **Testimony**

<https://www.bis.doc.gov/index.php/about-bis/newsroom/testimony>

- **Publications**

<https://www.bis.doc.gov/index.php/about-bis/newsroom/publications>

- **Data Portal:**

<https://www.bis.doc.gov/data-portal>

- Country Analysis:

<https://www.bis.doc.gov/index.php/statistical-reports/country-analysis>

- Licensing Analysis:

<https://www.bis.doc.gov/index.php/statistical-reports/licensing-analysis>

- Export Control Reform (ECR) Analysis:

<https://www.bis.doc.gov/index.php/statistical-reports/ecr-analysis>

➤ Data Sets:

<https://www.bis.doc.gov/index.php/data-sets>

- **EFOIA Index of Document**

<https://efoia.bis.doc.gov/index.php/electronic-foia/index-of-documents>

U.S. Census Bureau

- **National Economic Statistics**

<https://www.census.gov/programs-surveys/acs.html>

<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

- **Decennial Census Statistics**

<https://www.census.gov/programs-surveys/decennial-census/2020-census.html>

- **Economic Census Statistics**

<https://www.census.gov/programs-surveys/economic-census.html>

- **International Trade Statistics**

<https://www.census.gov/foreign-trade/index.html>

Economic and Statistics Administration

- **ESA's analysis and development of policies on economic and statistical issues, and on issues affecting broad sectors of the domestic economy**

<http://www.esa.gov/reports>

Economic Development Administration

- **Economic Development Grants**

<https://www.eda.gov/>

International Trade Administration

- **General**

➤ **OPA Press Releases**

<http://www.trade.gov/press/press-releases/>

➤ **ITA News Letter**

<http://www.trade.gov/publications/ita-newsletter/index.asp>

➤ **ITA FOIA Page**

<http://www.trade.gov/ooms/foia/>

- ***Enforcement and Compliance***

- **Antidumping and Countervailing Duty Case Information**

<http://enforcement.trade.gov/stats/iastats1.html>

- **Antidumping Procedures Manual**

<http://enforcement.trade.gov/admanual/index.html>

- **Enforcement and Compliance - Index of Public Comments Files**

<http://enforcement.trade.gov/public-comments.html>

- **U.S. Foreign Trade Zones Board Information on Cases - Case Timing and Case Status & List of Cases with Open Public Comment Periods**

<http://enforcement.trade.gov/ftzpage/index.html>

- ***Global Markets***

- **Advocacy Center**

<https://www.export.gov/article?id=The-US-Commercial-Service-Advocacy-Center>

- **Consolidated Screening List**

https://www.export.gov/consolidated_screening_list

- **E-commerce Insider Newsletter**

<https://www.export.gov/article?id=The-eCommerce-Insider>

- **Export Control Regulations**

<https://www.export.gov/article?id=Export-Control-Regulations>

- **Export Education Market Research**

<https://www.export.gov/article?id=Getting-Started>

- **Free Trade Agreements Overview**

<https://www.export.gov/article?id=U-S-Free-Trade-Agreements--Introduction>

- **Guide to Global E-Commerce**

<https://www.export.gov/article?id=1-Guide-Overview>

- **Global Commerce Specialist**

<https://www.export.gov/article?id=Global-eCommerce-Specialists>

- **Trade Finance Guide**

<https://www.export.gov/article?id=Introduction>

- **U.S. Trade Initiatives**
<https://www.export.gov/Trade-Initiatives>
- **Industry and Analysis**
 - **Trade Statistics (Overview)**
<http://trade.gov/mas/ian/tradestatistics/index.asp>
 - **TradeStats Express**
<http://tse.export.gov/tse/tsehome.aspx>
 - **Exports, Jobs, and Foreign Investment Data (By State)**
<http://trade.gov/mas/ian/statereports/index.asp>
 - **Export Data from U.S. Metropolitan Areas**
<http://www.trade.gov/mas/ian/metroreport/index.asp>
 - **2013-18 Travel Forecast**
<http://tinet.ita.doc.gov/view/f-2000-99-001/index.html>
 - **Top Markets Assessment Tool**
<http://www.trade.gov/topmarkets/index.asp>
 - **National Travel & Tourism Office – Statistics, Research Programs, TI News**
<http://tinet.ita.doc.gov/>

Minority Business Development Agency

- **Annual Performance Report**
<https://www.mbda.gov/page/performance>
- **FOIA Reading Room**
<https://www.mbda.gov/page/freedom-information-act-reading-room>
- **MBDA Business Centers**
<https://www.mbda.gov/businesscenters#3/44.55/-115.87>

National Institute of Standards and Technology

- **General**

www.nist.gov

www.nist.gov/office-director/freedom-information-act

- **Administration**

[Associate Director for Laboratory Programs](#)

- [Special Programs Office \(SPO\)](#)
- [Standards Coordination Office \(SCO\)](#)

[Associate Director for Innovation & Industry Services](#)

- [Advanced Manufacturing](#)
- [Baldrige Performance Excellence Program](#)
- [Hollings Manufacturing Extension Partnership](#)
- [Technology Innovation](#)
- [Technology Partnerships](#)

[Associate Director for Management Resources](#)

- [Acquisition & Agreements](#)
- [Civil Rights & Diversity](#)
- [Fabrication Technology](#)
- [Facilities & Property](#)
- [Financial Resources](#)
- [Information Services \(Library\)](#)
- [Human Resources Management](#)
- [Information Systems](#)
- [Safety, Health & Environment](#)

[Chief of Staff](#)

- [Congressional and Legislative Affairs Office](#)
- [International and Academic Affairs Office](#)
- [Office of DOC General Counsel](#)
- [Program Coordination Office](#)
- [Public Affairs Office](#)

[Topics](#)

[News](#)

[Publications](#)

- **Laboratories**

[Communications Technology Lab](#)

[Engineering Laboratory](#)

[Information Technology Laboratory](#)

[Materials Measurement Lab](#)

[Physical Measurement Laboratory](#)

- **Major Programs**

[Baldrige Performance Excellence Program](#)

[Office of Advanced Manufacturing](#)

[Manufacturing Extension Partnership](#)

[Special Programs Office](#)

- **User Facilities**

[Center for Nanoscale Science and Technology](#)

[NIST Center for Neutron Research](#)

National Technical Information Service

- **General**

National Telecommunications & Information Administration

www.ntis.gov

National Telecommunications and Information Administration

- **General**

Home Page: <https://www.ntia.doc.gov/home>

FOIA Page: <https://www.ntia.doc.gov/page/2011/foia-information>

- **Newsroom**

Press Releases: <https://www.ntia.doc.gov/newsroom>

Blogs: <https://www.ntia.doc.gov/blogs>

- **Publications**

Reports: <https://www.ntia.doc.gov/report>

Federal Register Notices: <https://www.ntia.doc.gov/notices>

Federal Communications Commission Filings: https://www.ntia.doc.gov/fcc_filings

- **Data Central**

Digital Nation Data Explorer: <https://www.ntia.doc.gov/data/digital-nation-data-explorer#sel=internetUser&disp=map>

Digital Nation Research Center: <https://www.ntia.doc.gov/page/digital-nation-research-center>

Data Central Blog: <https://www.ntia.doc.gov/data/blogs>

- **Programs**

Spectrum Management: <https://www.ntia.doc.gov/category/spectrum-management>

Broadband: <https://www.ntia.doc.gov/category/broadband>

- National Broadband Map: <https://www.broadbandmap.gov/>
- Broadband USA: <https://www2.ntia.doc.gov/>
- Digital Literacy: <https://digitalliteracy.gov/>

Internet Policy: <https://www.ntia.doc.gov/category/internet-policy>

- Internet Policy Task Force: <https://www.ntia.doc.gov/category/internet-policy-task-force>

Domain Name System: <https://www.ntia.doc.gov/category/domain-name-system>

Public Safety: <https://www.ntia.doc.gov/category/public-safety>

- FirstNet: <https://www.firstnet.gov/>

Grants: <https://www.ntia.doc.gov/category/grants>

Institute for Telecommunications Sciences: <http://www.its.blrdoc.gov>

National Oceanic & Atmospheric Administration

- ***Alerts, Forecast Maps, Radar, Rainfall, Air Quality, Satellite, and Historical Weather***
<http://www.weather.gov/>
- ***Weather and Climate, Coasts, Oceans, and Geophysics***
<https://www.ncei.noaa.gov/>
- ***Tides and Currents, Nautical Charts, Ocean Service Repository, and Ecological Forecasts***
<http://oceanservice.noaa.gov/>
- ***Sustainable Fisheries, Protected Resources, Habitat Conservation, Science and Technology, International Affairs, Law Enforcement, Aquaculture, and Seafood Inspection***
<http://www.fisheries.noaa.gov/>
- ***NOAA Satellites and Information Service***
<https://www.nesdis.noaa.gov/>
- ***Oceanic Research, Cooperative Research Institutes, National Sea Grant College Program, NOAA Climate Program Office, and the Regional Integrated Science and Assessments (RISA) Program***
<http://research.noaa.gov/LabsPrograms/OARPrograms.aspx>
- ***Marine Operations, Aircraft Operations, Diving Program, NOAA Corps, and Small Boat Program***
<https://www.omaon.noaa.gov/>
- ***Nautical Charts, Surveys and Wrecks, GIS Data, and Coast Survey Development Laboratory***
<https://www.nauticalcharts.noaa.gov/>
- ***National Marine Sanctuaries, National Estuarine Research Reserves, National Marine Protected Areas Center, Ocean Service Podcasts***
<http://www.noaa.gov/sanctuaries>

Office of Inspector General

- ***Audits/Evaluations***
<https://www.oig.doc.gov/Pages/Audits-Evaluations.aspx>
- ***Investigations***
<https://www.oig.doc.gov/Pages/Investigations.aspx>
- ***Correspondence***
<https://www.oig.doc.gov/Pages/Correspondence.aspx>
- ***Audits Initiated***
<https://www.oig.doc.gov/Pages/Audits-Initiated.aspx>
- ***Testimony***
<https://www.oig.doc.gov/Pages/Testimony.aspx>

U. S. Patent and Trademark Office

- ***Office of Enrollment and Discipline Decisions***
<https://e-foia.uspto.gov/Foia/OEDReadingRoom.jsp>
- ***Patent Trial and Appeal Board Decisions***
<https://e-foia.uspto.gov/Foia/PTABReadingRoom.jsp>
<https://ptab.uspto.gov/>
- ***Patents and Published Patent Applications***
<http://patft.uspto.gov/>
<http://portal.uspto.gov/pair/PublicPair>
- ***Trademark Trial and Appeal Board Decisions***
<https://e-foia.uspto.gov/Foia/TTABReadingRoom.jsp>
<http://ttabvue.uspto.gov>
- ***Trademarks***
<http://tsdr.uspto.gov/>
<http://tmsearch.uspto.gov/>

2.0 Birth Records and Age Search

No agency within the Department of Commerce issues, maintains, or makes use of birth certificates. The state Health Department or the Department of Vital Statistics of the state in which you were born should be able to provide a personal birth certificate. Information on where to write for birth records in the United States is available at: <https://www.cdc.gov/nchs/w2w/index.htm>.

Please be aware that the “Notification of Birth Registration” form, issued by the U.S. Census Bureau during the first half of the twentieth century, is not a birth certificate. The U.S. Census Bureau designed this form in 1924, at the request of various state vital statistics offices, to promote the accurate registration of births in the United States. The notification was completed and sent to parents of newborns when the state office of vital records received information on the birth and made up a birth registration record. If parents found errors in the information shown on the form, they were asked to correct them and return the form so the state’s record could be corrected accordingly. The notification was used until the late 1940s and then discontinued once states were keeping satisfactory birth records. The U.S. Census Bureau does not maintain these records. Certified copies of birth records must be obtained from the vital statistics office where the event occurred.

Users requesting their own census records or those of other family members should contact the Census Bureau's Age Search Service. If you have any questions about this service, please contact the Personal Census Search Unit:

- via mail: U.S. Census Bureau, P.O. Box 1545, Jeffersonville, IN 47131 or
- via phone: 812-218-3046.

Under statute and regulation, the \$65 application fee may not be waived.