



## COUNCIL OF THE INSPECTORS GENERAL ON INTEGRITY AND EFFICIENCY

### Freedom of Information Act Request

The following provides information on making a FOIA request to the Council of the Inspectors General on Integrity and Efficiency (CIGIE). **NOTE: If you are seeking information relating to a matter specifically handled by one of CIGIE's member Offices of Inspector General (OIGs), you need to address your FOIA request to that particular OIG. You will find information about making requests across the Federal Government, include to OIGs, on [www.foia.gov](http://www.foia.gov).**

There are three ways you may make a FOIA request at CIGIE:

**Write:**

FOIA Officer  
Council of the Inspectors General on Integrity and Efficiency  
1750 H Street NW, Suite 400  
Washington DC 20006

**Electronic mail:** [foiastaff@cigie.gov](mailto:foiastaff@cigie.gov)

**Fax:** (202) 254-0162

For requests sent by e-mail or fax, please include "FOIA Request" in the subject line, as well as the following information:

- Today's date
- Name (first and last name)
- Address (street, city, state and zip)
- Phone number
- Fax number (if available)
- Electronic mail address (if available)
- Finally, describe the records sought in sufficient detail to enable CIGIE staff to locate the records with a reasonable amount of effort.

**In order to protect the privacy of individuals who request information about themselves, the requester must sign the request and the signature must either be notarized or state, "Under penalty of perjury, I hereby declare that I am the person named above and I understand that any falsification of this statement is punishable under the provisions of Title 18, United States Code (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 Title 5, U.S.C., Section 552a(i)(3) as a misdemeanor and by a fine of not more than \$5,000." Special rules also apply for a parent or guardian seeking records about a minor, or a guardian of someone determined by a court to be incompetent. See [5 CFR 9801.201\(d\)](http://www.ecfr.gov/5-cfr-9801.201(d)) for additional information.**

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

Any questions can be addressed to the CIGIE FOIA Public Liaison by email at [foiastaff@cigie.gov](mailto:foiastaff@cigie.gov) or telephone at (202) 478-8265.