



Connecticut Department of  
Energy & Environmental Protection  
Office of the Commissioner  
Office of Legal Counsel

## Freedom of Information Act Request

**Please review important information provided on DEEP's [FOIA webpage](#) before completing this form.**

Completed forms may be submitted via e-mail to ([DEEP.FOIA@ct.gov](mailto:DEEP.FOIA@ct.gov)) (preferred most efficient approach), faxed to (860)-424-4053, or mailed to Department of Energy and Environmental Protection, FOIA Administrator, 79 Elm Street, Hartford, CT 06106. In person requests may also be made. Please note that your request is also a public record, and thus, subject to disclosure.

### Part I: Requester Information

Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Affiliation (optional): \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

\*E-mail: \_\_\_\_\_

\*By providing this e-mail address you are agreeing to receive official correspondence from the department, at this electronic address, concerning this subject form. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

### Part II: Description of Records

**NOTE: Each request may reference only one specific property location address. Please submit separate requests for each additional location.**

Property Location Address (street and city):

Name of facility (past or present), if applicable:

Associated case file numbers (e.g., application, permit, enforcement case numbers):

Associated [DEEP Programs](#):

Date range of records requested:

Detailed description of records being sought to review:

Check here if additional sheets are necessary, and label and attach them to this sheet.