Department of Revenue Services
State of Connecticut
(Rev. 11/22)

FOI-001
Freedom of Information Act Request

Completed forms may be submitted by email to: **drs.foia@ct.gov** or by mail to:

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

Reminders:

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

Part I: Requestor Information

Name

Mailing address

City | State | ZIP Code

Phone – – | Ext. | Fax – –

Email

Preferred Method of Receipt: ❒ Email ❒ Mailing address

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

Please notify DRS if any of the above information changes.

Part II: Description of Records Request

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

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

Visit us at **portal.ct.gov/DRS** for more information.