

**Q) How Can I Submit A Freedom of Information Act (FOIA) Request?**

A. FOIA requests must be in writing and sent by stamped mail, e:mail, or by fax. Please provide as much detail as possible about the records you seek. Please include your telephone number so that we can contact you if we have questions. Because fees may be required, you should state how much you are willing to pay as advance authorization. You may not always be able to obtain records when records are protected from disclosure such as sensitive personal, commercial, and governmental information. Submit your request to:

Freedom of Information Act Coordinator, AWP-4  
Western-Pacific Regional Headquarters  
Federal Aviation Administration  
P.O. Box 92007  
Los Angeles, CA 90009-2007

Phone: (310) 725-3809  
Fax: (310) 725-6813  
Email: 9-AWP-FOIA

**Q) Who is subject to the FOIA?**

A. The FOIA's scope includes Federal Executive Branch Departments, agencies, and offices, Federal regulatory agencies, and Federal corporations. Congress, the Federal Courts, and parts of the Executive Office of the President, as well as state and local governments are not subject to the FOIA. Some states have their own equivalent access laws for state records.

**Q) Can I ask questions under the FOIA?**

A. NO! Under the FOIA, Federal Agencies are not required to answer questions, render opinions, or provide evaluations. Requesters must ask for existing records, at the time of their request.

**Q) How long will it take to receive a response?**

A. An initial determination whether to release a record will be made within twenty federal working days after the request is received by the appropriate office. This time limit may be extended by up to ten federal working days in accordance with special circumstances.

**Q) Are there any fees?**

A. Yes, there may be charges for search, review, and duplication. You will be notified in advance of any fees exceeding \$25. You may indicate in advance your willingness to pay fees as high as those anticipated.

**Q) Where can I find the contents of the Act?**

A) 5 U.S.C. § 552 (1994 & Supp. II 1996) and 49 CFR Part 7

**Additional Information is available on our website at: [www.awp.faa.gov](http://www.awp.faa.gov) Just click on "FOIA Center"**