

**DELAWARE DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENTAL CONTROL
DIVISION OF AIR & WASTE MANAGEMENT
FOIA REQUEST PROCESSOR
89 KINGS HIGHWAY, DOVER, DE 19901 – (302)739-4764
INTERNET ADDRESS: www.dnrec.state.de.us**

FOIA FEE WAIVER FORM

FOIA#: _____

Pursuant to the Department of Natural Resources and Environmental Control's FOIA Regulation, some requestors may qualify for an exemption of fees accrued in fulfilling a FOIA request. Below are Sections 5.3.a. and 5.3.b. of the Department's FOIA Regulation that describe the two classes of requestors that are exempt from FOIA fees. Please check off the appropriate box as it applies to you and return this form, along with the required information as indicated below, to the following address:

Department of Natural Resources and Environmental Control
Division of Air and Waste Management
Attn: FOIA Request Processor
89 Kings Highway
Dover, DE 19901

- The administrative charge shall be waived for individuals making a FOIA request to the Department who are not deriving income or other forms of compensation from the use of the information obtained through the FOIA request. To qualify for this exemption, individuals must provide a signed affidavit accompanying the FOIA request, stating that they are not deriving income or other forms of compensation from the use of the information obtained through FOIA.
- The administrative charge shall be waived for not-for-profit organizations working in the public interest on the condition that such organizations provide, along with their FOIA request, proof of tax-exempt status and a signed affidavit from an officer or the governing body of the organization which indicates that the requestor is authorized to request the information on behalf of the organization.

Should you qualify as a member of one of the above classes of requestors by meeting the requirements, Section 5.3.c. of the Department's FOIA Regulation also provides for a limited waiver of photocopying fees. It states:

Individuals and not-for-profit organizations that qualify under 5.3.a. or 5.3.b. shall also be granted a waiver for copying fees of \$25.00 or less. For those requests exceeding \$25.00 in copying fees, charges will be assessed pursuant to Section 5.2 of this regulation.

- I do not qualify for either of the above classes of requestors and understand that I am therefore subject to both the administrative and copying fees incurred in the processing of my request.