

## 29 C.F.R. § 1401.22

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### Requirements for making requests.

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(a) *General information.* (1) A requester can submit requests through one of the following ways: Submitting a request through the public portal on the FMCS FOIA website; sending an electronic request to the Office of General Counsel, [foia@fmcs.gov](mailto:foia@fmcs.gov); or writing directly to the FMCS FOIA office at 250 E Street SW, Washington, DC 20427. Any additional requirements for submitting a request to the Agency are listed in paragraphs (a)(2) and (3) of this section and in the submitted form available by selecting “FOIA” at the bottom of the FMCS website [www.fmcs.gov/foia](http://www.fmcs.gov/foia).

(2) A requester who is making a request for records about the requester must comply with the verification of identity requirements as determined by the FMCS to include providing documentation and completing a verification of identity form.

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