

INFORMATIONAL PURPOSES ONLY. This document is made available to the public for informational purposes only and is not a substitute for personal legal advice. Each public records request is unique. Please contact the Public First Law Center to discuss whether this letter would be appropriate for your public records request. Inquiries to Public First are confidential, and advice is provided without charge.

REQUEST FOR WAIVER OF UIPA FEES

My name is [name]. I am a [*Identify yourself: (e.g., reporter for _____/blogger/community organizer/citizen activist interested in _____)*]. For the following reasons, I believe that waiver of search, review, and segregation fees for my request for government records would serve the public interest.

1. The requested records concern the operation and activities of [Agency]. The records reflect [*Explain: (e.g., how the agency has used taxpayer funds/the scope and nature of agency investigations /agency procedures, policies, decisions, or orders/management and oversight of state or county resources/how the agency exercised its constitutional, statutory, or regulatory duty to _____)*].
2. The requested records are not readily available in the public domain. I have searched [Agency's] website and could not find the requested records. If the records are readily available, please let me know where to find them.
3. I intend and have the ability to widely disseminate information in the requested government records to the general public. [*Explain: see examples*]
[I am a reporter for _____, a media outlet with the ability to publicly disseminate information by (daily newspaper, television, radio, the Internet). I am working on a story about _____ and intend to use the information in the requested government records as part of that story.]
[I am a blogger with a website at _____ and regularly publish information on matters of public interest. I plan to publish information about the requested records on my blog.]
[I am a community organizer with a regularly published newsletter, _____. I intend to include information from the requested records in the newsletter.]
[I am a citizen activist with a publicly accessible website at _____. I plan to publish the requested records in their entirety on my website.]

[Note: The examples provided are not the only persons entitled to request a public interest waiver. The three criteria for a public interest waiver are stated in the first sentence of the numbered paragraphs. Anyone who can explain how they meet those criteria may qualify for a public interest waiver. The public interest waiver will reduce normal search, review, and segregation fees by \$60; it does not reduce other fees (e.g., copying costs). Submit the fee waiver request with your records request.]