

How to Request Documents (Only for Seattle District Records)

You can request Seattle District documents under the FOIA by mail, email, fax or online. For documents from other Districts check [Here](#) for contact information.

Each request must contain the following information:

1. Name
2. Address
3. Telephone Number
4. Complete, in-depth description of document including date parameters; describe the specific records you are requesting in enough detail so they can be located with a reasonable amount of effort. Generally, a record is reasonably described when the description contains sufficient file-related information (type of document, title, subject area, date of creation, originator, etc.); or the request contains enough event-related information (date and circumstances surrounding the event the record covers) to permit the conduct of an organized, non-random search.
5. Whether you wish to review the documents or have them copied and sent to you. If receiving copies, if you like, we can sometimes scan the documents to a CD in PDF format.
6. State a willingness to pay any search and review [fees](#), or if requesting a [fee waiver](#), you must state your basis for the waiver.

Mail Requests to: U.S. Army Corps of Engineers Office of Counsel P.O. Box 3755 Seattle, WA 98124-3755 email to g3nwsooc@usace.army.mil fax a request to (206) 764-6529

Or, you can complete this [Online Form](#) If you do not receive an email confirming receipt of your request within two business days, please call (206) 764-3735.

Point of Contact: Richard Hynes Phone: 206-764-3735 Email: Richard.M.Hynes@usace.army.mil