



## WHAT TO DO IF A FOIA REQUEST COMES DIRECTLY TO YOU INSTEAD OF THE FOIA OFFICE

Anyone who receives a FOIA request should immediately forward it to the FOIA office.

The FOIA office has **20 days** to respond to a requester. That 20 days begins the day the request arrives at the Agency. It does not matter if the request is received by the incorrect staff.



Please email requests to:  
**[FOIA.Officer@aphis.usda.gov](mailto:FOIA.Officer@aphis.usda.gov)**  
or fax to: **(301) 734-5941**

