**Freedom of Information Act (FOIA) Fee Schedule**

There is no fee to submit a FOIA request. However, DC PCSB may charge fees for searching, reviewing, and/or reproducing (duplicating) records. Upon receipt, all FOIA requests are reviewed to determine how fees will be assessed. Requesters generally fall into one of three categories and fees are assessed accordingly, as indicated in the below chart.

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| **Requester Category** | **Duplication Cost** | **Search Fees** | **Review Fees** |
| Commercial | $0.25 per printed page; $1.00 for certification of true copies of agency records | $4.00 per quarter hour, after the 1st hour, by clerical personnel; $7.00 per quarter hour after the 1st hour, by professional personnel; $10.00 per quarter hour after the 1st hour, by supervisory personnel | $4.00 per quarter hour, after the 1st hour, by clerical personnel; $7.00 per quarter hour after the 1st hour, by professional personnel; $10.00 per quarter hour after the 1st hour, by supervisory personnel |
| Educational/  Media/Scientific | $0.25 per printed page; $1.00 for certification of true copies of agency records | No fee | No fee |
| All Others (private individuals, etc.) | $0.25 per printed page; $1.00 for certification of true copies of agency records | $4.00 per quarter hour, after the 1st hour, by clerical personnel; $7.00 per quarter hour after the 1st hour, by professional personnel; $10.00 per quarter hour after the 1st hour, by supervisory personnel | No fee |

**For all requesters:**

* If the total fee for your request is less than $5, you will not be charged.
* You will be notified if your fees exceed $25 or any other amount that you specify in your request.
* If DC PCSB determines that the fees will exceed $250, DC PCSB will require payment in advance.
* DC PCSB may require payment in advance if the requester has been delinquent with fee payment for previous FOIA requests.

If you expect that a fee will be charged, you may request a fee waiver. The waiver request must include a statement describring how the record(s) will be used to benefit the general public. DC PCSB’s FOIA Officer has sole authority to grant or deny fee waivers. When requesting a fee waiver, you must provide sufficient information for the FOIA Officer to be able to make a determination.

Please be aware that you may have to pay search and/or review fees even if the search does not locate any responsive records or if records are located but are withheld as exempt.

For more information, see [D.C. Code § 2–532](http://dccode.org/simple/sections/2-532.html) and [1 DCMR § 408](https://www.dcregs.dc.gov/Common/DCMR/SectionList.aspx?SectionNumber=1-408).