



# ENVIRONMENTAL RECORDS REQUEST

## NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY

SFN 60237 (08-2021)

**Please provide contact information needed to deliver the records. Records are typically delivered through email. If the records will be picked up in person, please indicate how to inform the requester when the information is complete, or contact our office to confirm that the request has been completed. Contact information is helpful in case there are questions about the request.**

|  |                  |            |          |
|--|------------------|------------|----------|
| Name of Requester  | Telephone Number | Fax Number |          |
| Mailing Address (if you would like a hardcopy sent to you)         | City             | State      | ZIP Code |
| E-Mail Address (if you would like the records sent electronically) |                  |            |          |

### Entity information for requested records

|   |      |        |
|---|------|--------|
| Present Name of Site, Company, or Business                      |      |        |
| Previous Name(s) of Site, Company, or Business                  |      |        |
| Name of Property Owner (if not the company or business on-site) |      |        |
| Street Address of the Property                                  | City | County |
| Present and Historical Use of the Property                      |      |        |

### Geographic Information

| Township | Range | Section | Qtr Section | LUST/UST ID | RCRA EPA ID | Latitude (decimal degree) | Longitude (decimal degree) |
|----------|-------|---------|-------------|-------------|-------------|---------------------------|----------------------------|
|          |       |         |             |             |             |                           |                            |

|   |   |
|---|---|
| Type of Environmental Records Requested | If request is for Phase I/II, check box |
|   |   |

**Please note: Requests that contain only a location street address are insufficient to perform an adequate search, and will be returned to the sender.**

Include a map and/or aerial photo showing location of property, with road names and outlining the property in a contrasting color. This is not a substitute for not filling out the geographic information fields above

Charges may include billable time for locating and redacting confidential material at 25 dollars per hour (first hour is free), copying pages at 25 cents per page and other billable costs allowed under NDCC 44-04-18.

Information requests can be submitted to the NDDEQ by email or mail.

North Dakota Department of Environmental Quality  
 Office of the Director-Open Records  
 4201 Normandy Street  
 Bismarck, ND 58503-1324  
 Email: [deqopenrecords@nd.gov](mailto:deqopenrecords@nd.gov)  
 Phone: 701.328.5150