

Welcome to DelaFile, the Delaware Public Service Commission's automated electronic filing and information system.

DELAFILE USER TRAINING
DELAWARE PUBLIC SERVICE COMMISSION

**Submitting a Request for
Public Records/ Freedom of
Information Act (FOIA)
Request**

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E-FILING-REQUEST FOR PUBLIC RECORDS (FOIA)

- The DelaFile application offers a link for the general public/external users to file a FOIA request.
- The online filer will receive confirmation of their submission with a system assigned FOIA Request number.
- Registration is not necessary for external users to submit a FOIA request

E-FILING-FOIA REQUEST

- ❑ From the DelaFile Home Page click Public Links
- ❑ Click “Request for Public Records (FOIA)” link
- ❑ The user will be navigated to the FOIA form

Department of State >> Delaware Public Service Commission

Search
Docket #:
Advanced Search

User Login
Email ID:
Password:

[Forgot Password](#)

Registration
[User Registration](#)

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Assessment

Help

Welcome to DelaFile

The Delaware Public Service Commission's repository for all filings, complaints, inquiries, agendas, and comments.

View Information on a Specific Docket
If you know the number of the docket you are interested in, type the docket number in the search field to the left. If you do not know the docket number, select Advanced Search. You can search by utility type, utility name, date, type of filing or keyword. You can also search and view the public reports filed by regulated utilities.

Public Links
Submit an informal complaint or inquiry to the Public Service Commission's staff or make your voice heard in dockets in front of the Commission by making a public comment. You can also request public records under the Freedom of Information Act (FOIA) rules that are not available on our website

Calendar
Click for links to the Public Service Commission calendar, agenda, and meeting minutes.

Subscribe
Subscribe to receive email notifications when dockets are filed, or when subsequent filings are made. You can tailor the subscription to your needs by selecting to receive notifications for all filings by utility type, utility name, or docket type, or by selecting a single docket.

Registration
User Registration is necessary only if you are a party in a docketed filing. Registration is not required to view public filings, submit informal complaints, or submit requests for information under the Freedom of Information Act (FOIA).

E-FILING-FOIA FORM

- ❑ Enter mandatory details
- ❑ Click the “Submit Request” button

Request For Public Records (FOIA) Required Fields

Request For Public Records

Pursuant to the Delaware Freedom of Information Act [29 Del. C. ch. 100](#)


Request Date: Monday, March 10, 2014

Public Body

To :

Requestor

Title :

First Name * : Middle Initial :

Last Name * : Suffix :

Country* :

Street Address* :

Zip * :

State * :

City * :

Contact Information

Phone No * : Ext :

Email ID * :

Information Requested

Be as specific as you can, describing types of records, dates, parties to correspondence, subject matter, etc. The public body will make every reasonable effort to assist you in identifying the records being sought.
Note: Requests for voluminous records may be delayed. *

There may be costs involved in responding to your request. The public body can require you to examine the records at the office of the public body. Refer to the public body's policy or regulation for information about costs and access to records.

Please contact me if costs will be greater than (\$)

* Within 15 business days from receipt of your request the public body must either provide you with access to the records, deny your request, or state that additional time is needed.*

NOTICE: Under Delaware's Freedom of Information Act, 29 Del. C. §§10001-10006 ("FOIA"), a FOIA request or petition, along with any information contained therein or any documents attached thereto, submitted to any "public body" subject to FOIA, including, without limitation, any board, bureau, commission, department, agency or committee of the State, may itself be deemed a "public record" subject to FOIA.

E-FILING-FOIA SUBMISSION

- ❑ Upon submission, the system will display the “Request for Public Records (FOIA) Successful Submission screen.”
- ❑ The system will display a “Confirmation Message” along with the “FOIA request #”



E-FILING-PRINT FOIA REQUEST FORM

- Click “Print a Copy of your Request” link,
- A PDF version of form submitted will be displayed
- Form can be printed/saved

REQUEST FOR PUBLIC RECORDS

Thank you for contacting the Delaware Public Service Commission
Request for Public Records (FOIA) has been successfully submitted
FOIA #: 14-FOIA-76

[Print a copy of your request.](#)

OR

Request For Public Records
Pursuant to the Delaware Freedom of Information Act (FOIA)29 Del. C. §§10001-10006

Request Date : 03/10/2014
FOIA Request No : 14-FOIA-76
To : Delaware Public Service Commission
Full Name :
Street Address :
City : : **Country** :
Phone No. : Email ID :
Information Requested
Please contact me if costs will be greater than(\$)
Please Note:

- The Delaware Public Service Commission will make every reasonable effort to assist you in identifying the records being sought.
- Requests for voluminous records may be delayed.
- There may be costs involved in responding to your request. The Delaware Public Service Commission can require you to examine the records at the Commission office. Refer to the Commission's FOIA policy regarding costs and access to records.
- Within 15 business days from receipt of your request the Delaware Public Service Commission must either provide you with access to the records, deny your request, or state that additional time is needed.

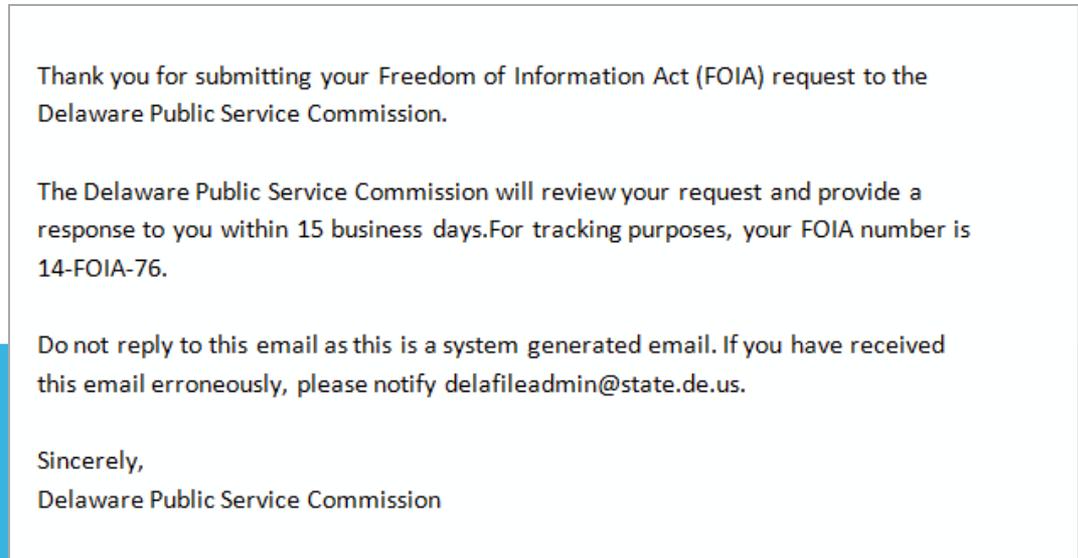
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E-FILING-CONFIRMATION EMAIL

- ❑ Click “OK” button to return to the DelaFile Login Page



- ❑ The system will send an email notification to the FOIA requestor.



E-FILING-AUTOMATED ROUTING OF FOIA REQUEST

- Upon successful submission, your request is routed to Commission Staff
- Staff reviews the request and gathers the requested documents
- Staff then calculates the charges to fulfill the request and sends the FOIA invoice to you
- Upon receipt of payment for the FOIA invoice, Staff sends the requested documents

Thank You