



The OIG Has a Standard Fax Cover Sheet

The Office of Inspector General (OIG) prefers a standard look for many of its official forms, directives, reports, and other documents. One of those forms is a standard fax cover sheet.

What fax cover sheet do I use when faxing documents?

The OIG has **only one** standard fax cover sheet. You can find a copy on the next page.

When do I use the standard fax cover sheet?

Please use it when faxing official correspondence and documents. Do not use any other facsimile cover sheets for work.

How do I fill out the standard fax cover sheet?

You can print the sheet and fill it out by hand, or you can fill it out on your computer. The sheet has check boxes for office and location information.

If I have a question about this policy, whom can I contact?

The Office of Management at (202) 927-5200 or email us at OIG-OM@oig.treas.gov.





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[Empty box for additional information or notes]

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