

# FBI eFOIA Request Form

The Freedom of Information Act allows any person - except fugitives, federal agencies, and foreign intelligence agencies-to request information about organizations, businesses, investigations, historical events, incidents, groups or deceased persons.

Instructions: Please use this form to make FOIA request only, This form should NOT be used to make a request about yourself or another living person.

If your request is for information about another living person , that information is usually not disclosed unless you have obtained the person's written consent or unless public disclosure is authorized by law. Request for information about another living person should be accompanied by evidence of the subjects consent. Please use the U. S. Department of Justice Certification of Identity Form DOJ-361 and complete the section identified as Authorization to Release Information to Another Person.

To make a written request please mail to: FBI  
Records Information Dissemination Section  
Attn: FOI/PA request  
170 Marcel Drive  
Winchester, VA 22602-4843

**Privacy Act Statement.** In accordance with 28 CFR Section 16.3, personal data sufficient to identify the individuals submitting requests under the Freedom of Information Act, as amended (5 U.S.C. Section 552) (FOIA), is required. The purpose of this solicitation is to ensure completed responses to requests for records are mailed to the appropriate address. Disclosure is voluntary and the use of this information will be used consistent with the routine uses published in [DOJ-004](#). Individuals who submit FOIA requests to the FBI do so with the understanding that their identity as a FOIA requester may become a matter of public record because an agency's FOIA activities, including the identity of entities making access requests, is subject to release pursuant to the FOIA.

## Part A. Requester Information

Current Date

\* This is indicates a required field

Prefix:

First  \*

Middle

Last  \*

Suffix

Address 1  \*

Address 2

Address 3

City  \* State  \* Zip Code  \*

Country

Phone #1

E-mail Address

## Part B . Request

Request: Please remember that you may only make a FOIA request using this form. this is not for request under the Privacy Act. Please provide as much information as possible when completing this form. Providing detailed, accurate information regarding the request allows the FBI to conduct the most accurate search possible. If your request is for information concerning a deceased individual, you must provide a proof of death. Acceptable forms of proof of death include: obituaries, death certificates, recognized sources that can be documented, written media, an FBI file that indicates a person is deceased, date of birth is 100 years old or greater, or the Social Security death Index Page. It is the duty of the requester to provide the proof of death for a FOIA request.

If your request is for an entity/event please provide details of this entity/event in Section 2 of Part B. Please be very specific including dates, and individuals involved. If these individuals are living a privacy waiver MUST be completed and this request can not be completed using this form.

## Section 1

Prefix  Middle Name

First Name

Last Name  Suffix

SSN

ARN

FBI Number

Place of Birth  Date of Birth

Please provide any information that would assist the FBI in locating responsive records.  
If your request has aliases please list these here.

Alias's  
Details

Browse

## Section 2.

Are you making a request on something other than a deceased individual? If so, please give detailed information regarding the organization, business, investigations, historical event, incident or, group. Please **ONLY MAKE ONE FOIA REQUEST PER SUBMISSION**. If you have more than one subject matter you will need to complete additional eFOIA form(s). If you wish to attach further documentation to explain your request, please use the upload attachment feature below.

Browse

## Part C. Fee Categories

Please check the appropriate fee category so that we may properly and accurately assess fees for your request.

- I am an individual seeking information for personal use and not for commercial use.
- I am a representative of the news media and I am seeking this information as part of a news gathering effort and not for commercial use. Please list your affiliation.

Media Affiliation

- I am affiliated with an educational or noncommercial scientific institution seeking information for a scholarly or scientific purpose and not for commercial use. ( Additional documentation will be required- Please see 22CFR171.5(b) and provide this documentation)
- I am affiliated with a private corporation and I am seeking information for use in the companies business.

## Part C. Agreement to Pay

Agreement to pay fees: Please be advised that by making a FOIA request it shall be considered an agreement by you to pay all applicable fees up to \$25.00 , unless you have been granted a fee waiver. We will confirm this agreement in an agreement to pay letter. When making a request, you may specify a willingness to pay a certain amount if you wish to pay more or less than the standard \$25.

I am willing to pay fees for this request up to a maximum of \$

I understand that I will be informed if the estimated fees exceeds the amount I am willing to pay.

## Part D. FEE WAIVERS

Fee Waivers: If the disclosure of the information is not primarily for commercial interest and if you believe that the disclosure of these records is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government, you may ask that applicable fees be reduced or waived. Please explain how your request meets these standards in the additional comments box below.

Additional  
Comments

## Part D. Expedited Processing

Expedited Processing: If you can determine that a "compelling need" for the requested information exist, you may ask that your request be taken out of order an given expedited treatment. Please check that you are requesting expedited processing and then check the reason you are requesting it.

- This circumstances in which the lack of expedited treatment could reasonably be expected to pose an imminent threat to the life or physical safety of an individual. Please provide details below in support of this claim.

Additional  
Comments

or

- There is an urgency to inform the public about an actual or alleged Federal government activity, if the information is requested by a person primarily engaged in disseminating information to the public. Please provide details below in support of this claim.

Additional  
Comments

This request is in accordance with the Paperwork Reduction Act of 1995. The information collection for The Freedom of Information Act (FOIA), United States Code (USC), §552 allows any person to seek information about an event, an organization, company or group or another person either living or deceased. The FOIA was enacted in 1966 and has been amended several times, latest being in 2002. The FOIA provides a statutory right of access to federal agency records within the Executive branch, which includes the FBI. The basic purpose is to ensure an informed citizenry and provide a check against corruption by holding the Government accountable. The U.S. Supreme Court has emphasized that FOIA applies to official information that sheds light on an agency's performance of statutory duties. Subsection (a) of the FOIA discuss “public access” and requires that agencies to make information publicly available. The collection of information on this form is necessary to conduct an accurate and timely search FOI/PA request.

### **Paperwork Reduction Act**

The estimate average burden associated with this collection is 15 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to FBI Records Management Division PIO Leanna Ramsey 170 Marcel Drive Winchester, VA 22602 or foiparequest@ic.fbi.gov

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.