


# Home Page

DOJ - EOIR - PAL-Home

foia.eoir.justice.gov/app/Home.aspx

**Executive Office for Immigration Review**  
FOIA Public Access Link (PAL)



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Home

Note: The Public Access Link (PAL) works best with Microsoft Edge or Google Chrome browsers. Other browsers are unsupported by this application and could cause errors with viewing and submission of pages.

Welcome to the Executive Office for Immigration Review's FOIA Public Access Link.

The Freedom of Information Act/Privacy Act (FOIA/PA), (5 U.S.C. § 552/552a) provides that any person has a right to request access to federal agency records, except those records exempted by the FOIA/PA.

From this portal, you will be able to:

- Submit a FOIA/PA request
- Check the status of your request
- Download your records
- Browse the reading room

To begin the FOIA/PA process, please create an account by clicking [Register](#), also above.

View the status of your request two ways:

1. Click [Check Request Status](#), also above; or
2. Click [Sign In](#), above. Then, click [Check Request Status](#), where you can review your submission information by clicking the case # and download responses from the Download Folder.

\*Please note that not all responses are delivered through the PAL. If the case status shows "Closed" and nothing is available to download, your response was emailed to the address in your PAL profile.

Links:

- [EOIR FOIA Homepage](#)
- [How to Submit a FOIA Request](#)
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EOIR FOIA - Freedom of Information Act (FOIA) (justice.gov)

OMB Approval Number 1125-0018

# Check Request Status – No Sign In

Executive Office for Immigration Review  
FOIA Public Access Link (PAL)

Request Status

Please complete all required fields marked with an asterisk (\*). Request Number must be entered exactly as provided (e.g., 2022-11111).

Request Number \*

Find

Status Guide

Request Status	Status Description
Received	Request has been properly received by the EOR/ FOIA Service Center.
Assigned for Processing	Request has been assigned to a FOIA Specialist for processing. If your request was for a Record of Processing (ROP), the ROP has been ordered from the Immigration Court, Board of Immigration Appeals, or Federal Records Center.
On Hold/Need Info/Clarification	Request is on hold, and additional information is required.
On Hold/Free Related Reasons	Request is on hold due to fee related reasons.
In Process	Request is actively being processed.
Document Delivery	Responsive documents have been delivered via the PAL, and can be viewed by clicking the download button  in the Download Folder column. Note: most documents are delivered via email and will not appear with this status.
Closed	The Agency's response to your request was sent and your request is closed.

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OMB Request Number: 1101-0018

Executive Office for Immigration Review  
FOIA Public Access Link (PAL)

Request Status

Please complete all required fields marked with an asterisk (\*). Request Number must be entered exactly as provided (e.g., 2022-11111).

Request Number \*

2024-03407

Find

Request Details

Request Number	Status
2024-03407	In Process

Status Guide

Request Status	Status Description
Received	Request has been properly received by the EOR/ FOIA Service Center.
Assigned for Processing	Request has been assigned to a FOIA Specialist for processing. If your request was for a Record of Processing (ROP), the ROP has been ordered from the Immigration Court, Board of Immigration Appeals, or Federal Records Center.
On Hold/Need Info/Clarification	Request is on hold, and additional information is required.
On Hold/Free Related Reasons	Request is on hold due to fee related reasons.
In Process	Request is actively being processed.
Document Delivery	Responsive documents have been delivered via the PAL, and can be viewed by clicking the download button  in the Download Folder column. Note: most documents are delivered via email and will not appear with this status.
Closed	The Agency's response to your request was sent and your request is closed.

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OMB Request Number: 1101-0018

# Check Request Status – Signed In

DOJ - EOIR - PAL Request Detail x +

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### Check Request Status

#### Request Details

Click on a **Request Number** to view request details. Please reference the **Status Guide** below for a definition of the status of your request.

Request Number	Description	Total Invoice Amount	Status	Download Folder
<a href="#">2024-02407</a>	2018 Removal Proceeding (Date Range for Record Sea...	0.00	In Process	-
<a href="#">2022-25872</a>	This is just a test	0.00	Closed	

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

#### Status Guide

Request Status	Status Description
Received	Request has been properly received by the EOIR FOIA Service Center.
Assigned for Processing	Request has been assigned to a FOIA Specialist for processing. If your request was for a Record of Proceeding (ROP), the ROP has been ordered from the Immigration Court, Board of Immigration Appeals, or Federal Records Center.
On Hold-Need Info/Clarification	Request is on hold, and additional information is required.
On Hold-Fee Related Reasons	Request is on hold due to fee related reasons.
In Process	Request is actively being processed.
Document Delivery	Responsive documents have been delivered via the PAL and can be viewed by clicking the download button  in the Download Folder column. Note: most documents are delivered via email and will not appear with this status.
Closed	The Agency's response to your request was sent and your request is closed.

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OMB Approval Number 1125-0018

# Account Registration

DOJ - EOIR - PAL-Register

foia.eoir.justice.gov/app/CreateRequester.aspx

**Executive Office for Immigration Review**  
FOIA Public Access Link (PAL)

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**Note: The Public Access Link (PAL) works best with Microsoft Edge or Google Chrome browsers. Other browsers are unsupported by this application and could cause errors with viewing and submission of pages.**

If you have already created an account, **do not create another one.** Duplicate accounts will be deleted. If you need to change information in your account, sign into the application and click on the "My Account" link in the top menu.

After registering for a new account or attempting to reset your password, it can take up to **24 hours** to receive a password email. **Please wait at least 24 hours before contacting EOIR if you have not received a password email.**

If you have technical issues with this page, the registration process, or submitting a request, please email [EOIR.PAL.Support@ice.dhs.gov](mailto:EOIR.PAL.Support@ice.dhs.gov)

### Requester Registration


#### Contact Information

State	<input type="text"/>	First Name*	<input type="text"/>
Middle Name	<input type="text"/>	Last Name*	<input type="text"/>
Street 1	<input type="text"/>	Street 1*	<input type="text"/>
Street 2	<input type="text"/>	City*	<input type="text"/>
State	<input type="text"/>	State (Other)	<input type="text"/>
Zip Code	<input type="text"/>	Country	<input type="text" value="United States"/>
Phone	<input type="text"/>	Email Address*	<input type="text"/>
Organization or N/A*	<input type="text"/>	Confirm Email Address*	<input type="text"/>
Job Title	<input type="text"/>	Default Category*	<input type="text"/>

#### Account Information

User Name*	<input type="text"/>
Hint Question*	<input type="text"/>
Hint Answer*	<input type="text"/>

#### Security Information



Please enter the text shown in the image

Enter the text shown in the image

**PRIVACY ACT STATEMENT**

The authority by which information is collected on this website form are contained in 5 U.S.C. 552 and 41 U.S.C. 2011. Your disclosure of information to the Executive Office for Immigration Review on this form is voluntary. If you do not complete all or some information fields in this form, however, the Executive Office for Immigration Review may not be able to effectively respond to your feedback.

The principal purpose for collecting this information on this website form is to control, track, respond to, and maintain correspondence received or originated by the Department or referred to the Department. In addition to disclosing this information to the appropriate officers and employees within the Department for the purposes of controlling, tracking, responding to, and maintaining the Department's correspondence, the routine uses which may be made of the information collected on this website form include, but are not limited to: any civil or criminal law enforcement authority or other appropriate agency where a record, either on its face or in conjunction with other information, indicates a violation or potential violation of laws to contractors, grantees, experts, consultants, students, and others performing or working on a contract, service, grant, cooperative agreement, or other assignment for the Federal government, when necessary to accomplish an agency function related to the corresponding system of records; and to such recipients and under such circumstances and procedures as are mandated by federal statute or treaty.

The full list of routine uses for this correspondence can be found in the System of Records Notices (SRNs), NORTICE000-005, "Correspondence Management Systems (CMS)" for the Department of Justice, 68 Fed. Reg. 20902 (4-24-2002); 68 Fed. Reg. 24172 (4-29-2003); 67 Fed. Reg. 45266 (10-20-2002); 67 Fed. Reg. 24167 (12-20-2001) and NORTICE000-005, "Records and Information Management System," 68 Fed. Reg. 24178 (5-11-2003); 72 Fed. Reg. 3410 (1-25-2007) (repealed by 62 Fed. Reg. 24147); 62 Fed. Reg. 24147 (5-25-2001).

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EOIR Request Number: 1226-003

# Sign In

DOJ - EOIR - PAL - Sign In

foia.eoir.justice.gov/app/PalLogin.aspx

Executive Office for Immigration Review  
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Registered User

User Name:

Password:

Sign In

[Forgot User Name or Password?](#)  
[Click here to Register](#)

If you have never registered for an account through this site, please do not click the "Forgot Username or Password" link above. Rather, register for a PAL account with the Register link above. If you receive a message stating that an account for that email already exists, please use a different email address or email us at [EOIR.FOIARequests@doj.us](mailto:EOIR.FOIARequests@doj.us) to connect your existing account to the PAL.

When registered as a user, you can:

- Submit your own request online to [EOIR FOIA Home](#)
- Check the status of requests submitted through the portal
- Download your records if delivered through the portal
- Update your contact information\*\*

\*\*All responses are delivered through the PAL. If the case status shows "Closed" and nothing is available to download, your response was emailed to the address in your PAL profile.

\*\*To update your email address on the please email [EOIR.FOIARequests@doj.us](mailto:EOIR.FOIARequests@doj.us)

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EOIR Request Number: 1125-0118

DOJ - EOIR - PAL

foia.eoir.justice.gov/app/Welcome.aspx

Executive Office for Immigration Review  
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Welcome User: Jessica Gardner

Sign In Successful

To continue, use the menu navigation options at the top of this page to explore this website, submit a request, or check status of your existing request.

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EOIR Request Number: 1125-0118

# Submit a Request

DOJ - EOIR - PAL-Create Request

foia.eoir.justice.gov/app/CreateRequest.aspx

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**Note: The Public Access Link (PAL) works best with Microsoft Edge or Google Chrome browsers. Other browsers are unsupported by this application and could cause errors with viewing and submission of pages.**

If you are requesting an immigration court or Board of Immigration Appeals (BIA) Record of Proceedings (ROP) or any other documents from the Executive Office for Immigration Review (EOIR), please fill out the following electronic form. Not all fields are required; however, the more fields you fill out, the better chance we will be able to respond to your request in a full and expeditious manner. Use of this electronic format is voluntary. For detailed instructions on how to file a FOIA request by other means, please visit our [How to Submit a Request](#) webpage.

Note that parties to immigration cases (including respondents and their representatives of record) have the option to request their Record of Proceedings directly from the immigration court or BIA. Please see the instructions on the [Request an ROP](#) webpage.

Please be aware that EOIR is a component of the Department of Justice and the custodian of records for the "Record of Proceedings" (ROP), which is the compilation of documents and digital audio recordings produced in proceedings before the immigration courts and the BIA. The Department of Homeland Security (DHS) is the custodian of records for the "A-file," which is a series of records of a person's immigration history and is maintained and stored by DHS. EOIR is not the custodian of records for DHS or its components, nor does EOIR have access to DHS's A-files. EOIR does not create an ROP until matters are initiated by DHS. Nevertheless, EOIR may create and maintain ROPs for proceedings other than removal proceedings (i.e., credible fear reviews, bond hearings). You may request a copy of your Notice to Appear (NTA) and full A-file from [DHS](#).

An asterisk (\*) indicates the field is required.

### Submit a Request

#### Requester Details

To modify your email address, email [EOIR\\_FOIARequests@dhs.gov](mailto:EOIR_FOIARequests@dhs.gov)

To modify any other details of your requester profile, click [My Account](#) at the top of the page.

**Jessica Gardner**  
5565 Seminary Road  
Apt 405  
Falls Church, VA 22041  
Phone 7174464668  
[jessicagardner@mac.com](mailto:jessicagardner@mac.com)

Requester Default Category: Other

#### Mailing Address

This pre-populated address pulls from your requester profile. If this address is incorrect, please update your profile by clicking on [My Account](#) above before proceeding with this request. If your profile address is correct but you would like our response to be mailed to a different address, please fill in the different address below.

Street 1	<input type="text" value="5565 Seminary Road"/>	Street 2	<input type="text" value="Apt 405"/>
City	<input type="text" value="Falls Church"/>	State	<input type="text" value="Virginia"/>
State (Other)	<input type="text"/>	Country	<input type="text" value="United States"/>
Zip Code	<input type="text" value="22041"/>		

**General Information**

Items Requested	Request Type
Record of Proceedings (ROP), Audio, or any document that would be found inside of an ROP	ROP
Other Information (e.g., data, statistics, communications, policies, memoranda)	FOIA/PA

**IMPORTANT!**  
Failure to select the proper Request Type will prevent you from providing required information and can lead to a delay in response and/or an administrative closure of your request. Please verify the Request Type on the chart above before selecting.

Request Type\*

If you are:	Select
Making a request for yourself or on behalf of someone seeking information for a use or purpose that furthers the commercial trade or profit interests of the requester.	Commercial Organization
A member of an educational institution (student, researcher, professor, etc.), which operates a program of "scholarly research" or a noncommercial scientific institution, operating solely for the purpose of conducting scientific research not intended to promote any particular product or industry.	Educational or Non-Commercial Scientific
"Any person or entity that gathers information of potential interest to a segment of the public, uses its editorial skills to turn the raw materials into a distinct work, and distributes that work to an audience," or	News Media
Making a request for yourself or on behalf of someone else and do not fall in one of the categories above (this includes attorneys making requests for their clients). <b>[Most typical requester category]</b>	Other

5 U.S.C. § 552

An asterisk (\*) indicates the field is required.

Requester Category\*

How would you like to receive a response to your request if records are available?

- Choose "Electronic" to receive your files as quickly as possible.
- If you absolutely must have the responses mailed, please note that fees may be incurred and the response may be delayed!

Delivery Mode\*

**Request Information**

**Description**

Provide a summary of the items requested. **Note:** It is unnecessary to upload a description document unless more space is needed.

Please be aware that EOIR is a component of the Department of Justice and the custodian of records for the "Record of Proceedings" (ROP), which is the compilation of documents and digital audio recordings produced in proceedings before the immigration courts and the BIA. The Department of Homeland Security (DHS) is the custodian of records for the "A-File," which is a series of records of a person's immigration history and is maintained and stored by DHS. EOIR is not the custodian of records for DHS or its components, nor does EOIR have access to DHS's A-Files. EOIR does not create an ROP until matters are initiated by DHS. Nevertheless, EOIR may create and maintain ROPs for proceedings other than removal proceedings (e.g., credible fear reviews, bond hearings). You may request a copy of your Notice to Appear (NTA) and full A-file from DHS.

An asterisk (\*) indicates the field is required.

Description\*

The Description Document field below is optional. If you chose to use it, do not upload duplicates of documentation provided in other parts of this form.

Description Document [Add Attachment](#)

**Note:**

- If you are requesting an ROP, Audio, or Specific Document(s) in an ROP, please provide a date range of the proceeding you are seeking.
- If you are requesting Other Information, please specify the date range of the records you are seeking.

Date Range for Record Search\*:

**Subject Matter of Request**

**Note:**

- Requesting audio may delay delivery, especially for older proceedings that may only be available on a cassette tape.
- If known, enter the charging document/NTA date or date of proceeding you are requesting in the relevant fields of the ROP/Audio Requests section below.
- If requesting more than one known proceeding, submit an additional FOIA request for each proceeding for faster processing. Requesting multiple proceedings in one request may delay processing.
- If requesting the records for lead and rider(s), submit a separate FOIA request for each individual.

An asterisk (\*) indicates the field is required.

Subject Matter of Request\*

Specific Doc. Details

### ROP/Audio Requests

An asterisk (\*) indicates the field is required.

Please use this format for the Respondent's Name below: Last Name, First Name Middle Name (e.g., Doe, Chris Rae).

Respondent's Name\*

Please provide a known A-number (e.g., 123456789) for the subject of record, which will assist us in locating the requested record as quickly as possible. If the subject of record has more than one A-number, include additional A-number(s) in the Description box of the Request Information section above. If you do not know the A-number, enter '000000000'(nine zeros) in this field.

A-Number\*

The information below is not required; however, it could assist in locating the record, especially if you cannot provide the A-number.

Charging Document/NTA Date (mm/dd/yyyy)  

### ROP/Audio Additional Info

The information below is not required; however, it could assist in locating the record, especially if you cannot provide the A-number.

Respondent Alias

Parents Name 1

Parents Name 2

Port of Entry

Date of Entry (mm/dd/yyyy)  

Place of Proceeding

Date of Proceeding (mm/dd/yyyy)  

### Proof of Identity/Consent

Requesting your own records or records about another person requires proof of identity. The easiest way to provide proof of identity and consent (if required) and ensure that privacy protected information is not improperly released is to complete either [Form DOJ-361](#) or [Form EOIR-59](#). One of these forms may be uploaded under *Proof of Identity* to meet both requirements.

If you are:	Recommended Form:
Requesting your own records	<a href="#">DOJ-361</a>
Requesting the records of someone else on their behalf (e.g., attorney and client)	<a href="#">EOIR-59</a>
Requesting the records of someone else as a third party	<a href="#">EOIR-59</a>

Proof of identity for requests pertaining to an individual **must** include the items listed below for the subject of the record. If your request does not pertain to an individual, proof of your own identity **must** include the items listed below.

1. Name
2. Date of Birth
3. Place of Birth
4. Current Address
5. Original signature under penalty of perjury or notarized original signature

**Note:**

- For more details, other requirements for special situations (e.g., parent/guardian signing for child), and other methods of verification of identity please visit our [How to Submit a Request](#) webpage.
- If you are the Attorney of Record/Representative and wish to provide proof of such with a Form EOIR-28 or Form EOIR-27, please upload a copy of one of those forms, which you submitted to an immigration court or the BIA, under *Consent* in addition to the items above. Please note that providing such a form does not serve as a Notice of Entry of Appearance for an immigration court or the BIA.
- Do not upload forms beginning with "G" (e.g., G-639, G-28)—these forms are DHS forms and cannot be accepted by EOIR.
- Do not upload duplicates of documentation provided in other parts of this form.

An asterisk (\*) indicates the field is required.

Please ensure the file name of the attachment does not include the special characters such as: "/\ [ ] : ; | = , < ? & \$ # ! ' { } () \*".

Proof of Identity\* [Add Attachment](#)

Consent [Add Attachment](#)



### Fee Information

#### General Fee Rules:

- **Commercial Use Requesters** - Search, review, and duplication fees may apply.
- **Institutions/Media** - Duplication fees may apply.
- **All Others** - Search and duplication fees may apply. However, if you are a respondent or attorney making a request on behalf of a respondent, fees will generally not be charged for ROP-related requests.

If any fees will be charged, you will be notified in advance of processing the request.

Please visit our [How to Submit a Request](#) webpage and 28 C.F.R. § 16.10 for detailed information about fees and fee waivers.

An asterisk (\*) indicates the field is required.

Willing to Pay All Fees

Amount Willing to Pay (\$)

25.00

Fee Waiver Requested

Fee Waiver Request Reason

### Expedite Information

Complete this section if you believe you meet the requirements for expedited processing. Verify these requirements under the Freedom of Information Act, [5 U.S.C. § 552\(a\)\(6\)\(E\)](#) before making your selection.

The four (4) justifications for expedited processing include:

1. Circumstances in which the lack of expedited processing could reasonably be expected to pose an imminent threat to the life or physical safety of an individual;
2. An urgency to inform the public about an actual or alleged Federal Government activity, if made by a person who is primarily engaged in disseminating information;
3. The loss of substantial due process rights; or
4. A matter of widespread and exceptional media interest in which there exist possible questions about the government's integrity that affect public confidence.

**Note:** It is not sufficient merely to allege that requested records are "needed" in connection with some judicial or administrative proceeding. *Rivera v. DEA*, 2 GDS 81,365 at 81,953 (D.D.C. 1981) (relying on 5 C.F.R. § 16.5(e)(1)(iii)).

If you are requesting expedited processing, upload documentation to verify that you meet the criteria for at least one of the four (4) justifications above.

Do not upload duplicates of documentation provided in other parts of this form.

An asterisk (\*) indicates the field is required.

Expedited Processing Requested

Justification

### Expedite Information

Complete this section if you believe you meet the requirements for expedited processing. Verify these requirements under the Freedom of Information Act, [5 U.S.C. § 552\(a\)\(6\)\(E\)](#) before making your selection.

The four (4) justifications for expedited processing include:

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If you are requesting expedited processing, upload documentation to verify that you meet the criteria for at least one of the four (4) justifications above.

Do not upload duplicates of documentation provided in other parts of this form.

An asterisk (\*) indicates the field is required.

Expedited Processing Requested  [Add Attachment](#)

Justification\*

Security Information



Please enter the text shown in the image

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[Submit a Request](#)

**Request Submitted Successfully**  
*An email notification with the request tracking number has been sent to the email address provided in your requester profile. To view your request history click on the link below or use the navigations options in the toolbar above.*

[Request History](#)

## **Sample PAL Acknowledgement Email**

Re: 2024-03407

Freedom of Information Act Request for [NAME OF REQUESTOR]

Dear [NAME OF REQUESTOR],

This response acknowledges receipt of your Freedom of Information Act (FOIA) request by the Executive Office for Immigration Review (EOIR) dated 10/17/2023 and received 10/17/2023. Your request has been assigned control number 2024-03407.

Please be advised that the status of requests submitted through the Public Access Link (PAL) may be tracked at <https://foia.eoir.justice.gov/app/Home.aspx>, and you will receive an email response to your request upon completion of processing. The status of requests submitted by email or mail may not be trackable through the PAL, but you will still receive an email or mailed response to your request upon completion of processing. *Please ensure the email address you provided in PAL will be able to receive the messages we send you. Messages rejected by your email account will not be rerouted to you.*

Please be aware that EOIR is a component of the **Department of Justice** and the custodian of records for the “Record of Proceedings” (ROP), which is the compilation of documents and digital audio recordings produced in proceedings before the immigration courts and the BIA. The Department of Homeland Security (DHS) is the custodian of records for the “A-file,” which is a series of records of a person’s immigration history and is maintained and stored by DHS. **EOIR is not the custodian of records for DHS or its components, nor does EOIR have access to DHS’s A-files.** EOIR does not create an ROP until matters are initiated by DHS. Nevertheless, EOIR may create and maintain ROPs for proceedings other than removal proceedings (i.e., credible fear reviews, bond hearings). You may request a copy of your Notice to Appear (NTA) and full A-file from [DHS](#).

**Note that parties to immigration cases (including respondents and their representatives of record) have the option to request their Record of Proceedings directly from the immigration court or Board of Immigration Appeals. Please see the instructions here: <https://www.justice.gov/eoir/ROPrequest>.**

Please be advised that due to necessary operational changes as a result of the national emergency concerning the novel coronavirus disease (COVID-19) outbreak, there may be significant delay in the processing of your request.

If you have filed a fee waiver request, EOIR will address the fee waiver in a separate letter. Most requests for records of proceedings do not require any fees; however, if the fees for processing the request are estimated to exceed \$25.00, EOIR will notify you before processing the request to determine whether you will commit to paying the fee or whether you wish to narrow the scope of

your request to reduce the fee. Fees may be charged for searching records at the rate of \$4.75 (administrative)/\$10.00 (professional) per quarter hour, and for duplication of copies at the rate of \$.05 per copy. The first 100 copies and two hours of search time are not charged, and charges must exceed \$25.00 before we will charge a fee.

The FOIA requires an agency to respond within 20 working days after receipt of the request, and EOIR endeavors to meet this standard. The FOIA permits a ten-day extension of this time period, pursuant to 5 U.S.C. § 552(a)(6)(B), based on unusual circumstances. Your request involves “unusual circumstances,” and EOIR is extending the time period to respond by an additional 10 working days because your request requires the collection of records from field offices, or involves a search, collection, and review of voluminous records, or requires consultation with another agency or two or more agency components.

EOIR FOIA requests are placed in one of three tracks. Track one is for those requests that seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for simple requests that do not involve voluminous records or lengthy consultations with other entities. Track three is for complex requests that involve voluminous records and for which lengthy or numerous consultations are required, or those requests that may involve sensitive records. As a matter of default, your request has been placed in track two for simple requests. If you have requested expedited processing, EOIR will contact you in a separate letter.

If you have any questions regarding unusual circumstances, you may contact the EOIR FOIA Service Center or FOIA Public Liaison at [EOIR.FOIArequests@usdoj.gov](mailto:EOIR.FOIArequests@usdoj.gov) to discuss reformulation or an alternative time frame to process your request, or for any further assistance regarding any aspect of your request. Alternatively, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, Room 2510, 8601 Adelphi Road, College Park, Maryland 20740-6001; e-mail at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at (202) 741-5770; toll free at (877) 684-6448; or facsimile at (202) 741-5769.

Sincerely,

FOIA Intake