

The Freedom of Information Act allows any person—except fugitives, federal agencies, and foreign intelligence agencies—to request federal records, which may contain information about organizations, businesses, investigations, historical events, incidents, groups or deceased persons"

Instructions: Please use this form to make FOIA request only,

This form CANNOT be used to make a request about yourself or another living person.

Have questions about FOIA requests in general? Please go to the US Department of Justice Reference Guide.

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. A request for information about another living person should be accompanied by evidence of the subject's 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.

If you are requesting a copy of your criminal arrest record or a background check, please contact the FBI's Criminal Justice Services Division (CJIS), Clarksburg, WV. Please follow this link for more information: [CJIS Background Check](#)

Privacy Act Statement

In accordance with 28 C.F.R. 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 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 individuals or entities making access requests, is subject to release pursuant to the FOIA.

To make a request via postal mail, please mail the request to:

FBI Records/Information Dissemination Section

Attn: FOIPA request

200 Constitution Drive

Winchester, VA 22602

Part A. Requester Information

[Field marked below with a red dot are required]

Prefix

First

Middle

Last

Suffix

Address 1

Address 2

Address 3

City

State

Zip Code

Country

Phone #1

Email Address

Part B. Request

Request: Please remember that the only request you may make using this form is a FOIA request. This form CANNOT be used to make a Privacy Act request. Please provide as much information as possible when completing this form. Providing detailed, accurate information regarding the records sought 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, written media or 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 as an attachment to the request. (A web-link does not satisfy the proof of death requirement).

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-include dates and individuals involved. Please be aware that information regarding living individuals may be protected absent a privacy waiver, proof of death or sufficient public interest in the information.

Section 1.

Prefix

First Name

Middle Name

Last Name

Suffix

Date of Birth

Place of Birth

Social Security Number

Alien Registration Number

FBI Number

Please provide any information that would assist the FBI in locating responsive records.

If your request has aliases please list these here:

Aliases

Upload Attachment

Section 2.

Are you making a request for 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**. Enter the organization, business, investigation, historical event, incident or group.

Upload Attachment Only-PDFs will be accepted.

Part C.

Fee Categories

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

A. I am an individual seeking information for personal use and not for commercial use.

B. 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.

C. 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.)

D. I am affiliated with a private corporation and I am seeking information for use in the company's business.

** Media Affiliation Required if you chose "B"

Agreement to Pay

Agreement to pay fees: Please be advised that by making a FOIA request, you agree to pay all applicable fees up to \$25.00, unless you have been granted a fee waiver. 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 \$25.00.

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 exceed 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. If you are requesting a fee waiver please explain how your request meets these standards in the additional comments box below.

Additional Comments

Expedited Processing

Expediting Processing: If you can demonstrate that a "compelling need" for the requested information exists, you may ask that your request be taken out of order and given expedited treatment. Please state that you are requesting expedited processing and explain the reasons for your request.

Additional Comments

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