

**APPENDIX I, SAMPLE FOIA/PA REQUEST TO FEDERAL AGENCY FOR INFORMATION**

**REQUEST FOR FILE FROM GOVERNMENT AGENCY**

**PURSUANT TO THE PRIVACY ACT & FREEDOM OF INFORMATION ACT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUESTOR'S NAME AND ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOVERNMENT AGENCY REQUESTED**

\_\_\_\_\_  
**DATE**

Gentlemen:

This is a request for agency records under the provisions of both the Privacy Act and the Freedom of Information Act as amended. This request is being made under both acts .

I request a copy of any and all records referencing me that are maintained at the \_\_\_\_\_ including but not limited to documents, reports, memoranda, letters, Emergency Meetings documents including minutes of said meetings, electronic files, database references; "DO NOT FILE" files, "O & C" files, "P & C" files, photographs, audio-tapes & video-tapes, electronic (ELSUR) or photographic surveillance, "June MAIL", mail covers, trash covers and other miscellaneous files; and

any index citations relating to me or referencing me (“see also”) in other files. Please check all indexes, and interpret this request very broadly.

My full name is: \_\_\_\_\_  
My date of birth is: \_\_\_\_\_  
My place of birth is: \_\_\_\_\_  
My Social Security Number is: \_\_\_\_\_

I have lived in these places: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other names I have used; or places, events, or organizations or company names under which you may find applicable records:

Other names I have used are: \_\_\_\_\_

Organizations: \_\_\_\_\_

Company names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Places and events: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOIA/PA regulations provide that even if some requested material is properly exempt from mandatory disclosure, that all segregable portions must be released. If the requested material is released with deletions, I ask that each deletion be marked to indicate the exemption(s) being claimed to authorize each particular withholding. In addition, I ask that your agency exercise its discretion to release records which may be technically exempt, but where withholding serves no important public interest.

I hereby agree to pay reasonable costs associate with this request up to a maximum of \$30 (thirty dollars) without my additional approval. However, I strongly request and believe that I am entitled to a fee waiver.

This letter and my signature have been certified by a notary public as marked below.

Sincerely,

\_\_\_\_\_  
REQUESTOR'S SIGNATURE

Appearing before me this the \_\_\_\_\_ day of \_\_\_\_\_, 200\_ is the originator of this document and attesting to its factual basis.

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE

\_\_\_\_\_  
DATE