

Requesting FBI Records

Note: The FBI FOIA Document Processing System (FDPS) is presently undergoing a scheduled upgrade. Although new requests are still being accepted, they cannot be opened and processed until the upgrade has been completed. A notice will be posted once FDPS is operational, and requests will be processed in the order they were received. This upgrade will enhance our ability to process the large volume of requests made to the FBI's FOIA program. If you need further assistance, please contact our public information officer by telephone at (540) 868-4593 or by e-mail at foiparequest@ic.fbi.gov. We apologize for any inconvenience.

FBI records can be requested through both the Freedom of Information Act (FOIA) and the Privacy Act. Please read this page carefully to ensure you are making the correct request.

Freedom of Information Act (FOIA) Request

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.

To submit a Freedom of Information Act request, use one of the following options:

Option 1: Submit your request using the [Sample FOIA Request Letter](#). The form includes instructions.

Note: you cannot use the eFOIA Form to submit a Privacy Act Request about yourself or another living person. Please use the [U.S. Department of Justice Certification of Identity Form DOJ-361](#).

Option 2: Mail, fax, or e-mail your submission to:

Federal Bureau of Investigation
Attn: FOI/PA Request
Record/Information Dissemination Section
170 Marcel Drive
Winchester, VA 22602-4843
Fax: (540) 868-4391/4997
E-mail: foiparequest@ic.fbi.gov

Letter and e-mail format:

- Provide your complete name and mailing address. Telephone, fax, and e-mail addresses are optional.
- Provide any identifying data that will help us locate information—for example, the subject's complete name, aliases, date and place of birth, social security number, former addresses, or localities.

- If you are interested in records pertaining to a particular incident, please describe it in detail.

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. Requests for information about another living person should be accompanied by evidence of the subject's consent. Please use U.S. Department of Justice Certification of Identity Form DOJ-361 and complete the section identified as: Authorization to Release Information to Another Person. You may submit an attachment listing additional information that may aid in locating responsive records. **Please place your name and contact information on the attachment.**

A deceased individual:

- If your request is for information concerning a deceased individual, you must provide proof of death. Acceptable forms of proof of death include: obituaries, death certificates, recognized sources that can be documented, written media, *Who's Who in America*, an FBI file that indicates a person is deceased, date of birth is 100 years or greater, or Social Security Death Index page.

State how much you are willing to pay for duplication fees if any are assessed. Refer to the U.S. Department of Justice FOIA Reference Guide.

For more information:

- Overview of the Freedom of Information Act
- Freedom of Information Act Exemptions
- Freedom of Information Act/Privacy Act Terms

Privacy Act Request

The Privacy Act allows U.S. citizens and lawfully admitted aliens to request information on themselves or another living person.

If you are requesting information about **yourself**, you must use one of the following options:

Option 1: Use the U.S. Department of Justice Certification of Identity Form DOJ-361. You may submit an attachment listing additional information that may aid in locating responsive records. **Please place your name and contact information on the attachment.**

Option 2: Following the instructions in U.S. Department of Justice Certification of Identity Form DOJ-361, submit a letter to the FBI, sign your request, and have it notarized or state, "Under penalty of perjury, I hereby declare that I am the person named above and I understand that any falsification of this statement is punishable under the provisions of Title 18, United

States Code (U.S.C.), Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years, or both; and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of Title 5, U. S. C., Section 552a(i)(3) as a misdemeanor and by a fine of not more than \$5,000.”

Mail, fax, or e-mail this letter to the following:

Federal Bureau of Investigation
Attn: FOI/PA Request
Record/Information Dissemination Section
170 Marcel Drive
Winchester, VA 22602-4843
Fax: (540) 868-4391/4997
E-mail (scanned copy): foiparequest@ic.fbi.gov

For more information:

- [Overviews of the Privacy Act](#)
- [Privacy Act Exemptions](#)
- [Freedom of Information Act/Privacy Act Terms](#)

Identification Record Request

If you are requesting a copy of or want to challenge your criminal arrest record or “Rap Sheet,” see the **FBI Identification Record Request** webpage or write to: Criminal Justice Information Services Division, Attention: Record Request, 1000 Custer Hollow Road, Clarksburg, WV 26306.

You may also call (304) 625-2000 for information.

Note: please do not submit a FOIA/PA request to the FBI’s Record/Information Dissemination Section if you are requesting a criminal arrest record.

What Happens Next

To learn what information you will receive, how long it takes, and how to file an appeal, see [What Happens After Making a Request](#).

Cross References

To make a request for cross-references—defined as a mention of a subject in the main file of another person, place, or event—you need to provide information in your request that is sufficient to enable the FBI to ensure with certainty that the cross-references are identifiable to the subject of your request. This information may include the following:

- The specific circumstances in which the subject of your request had contact with the FBI;

- The date(s) of such contact;
- The location(s) of such contact;
- The full name (first, middle, and last name) as well as any prior names or aliases used by the subject of your request;
- Social Security number, date of birth, place of birth, and home address of the subject of your request;
- Names of associates of the subject of your request the mention of whom might aid in the identification of responsive records; and
- Other references of the subject of your request in media, such as books, articles, websites, etc.

Please note that the FBI may not be able to identify responsive cross-references despite the additional information you provide.

For more information:

If you have any questions about preparing or submitting FOIA or Privacy Act requests, call our FOIA Requestor Service Center at (540) 868-1535 to hear helpful recorded information. For information on expedited processing and fee waivers, see the **U.S. Department of Justice FOIA Reference Guide**.

Also see the following websites:

- [U.S. Department of Justice FOIA website](#)
- [U.S. Department of Justice Privacy and Civil Liberties website](#)
- [Your Right to Federal Records: Questions and Answers on the Freedom of Information Act and Privacy Act \(pdf\)](#)
- [A Citizen's Guide on Using the Freedom of Information Act and the Privacy Act of 1974 to Request Government Records \(pdf\)](#)

<http://www.fbi.gov/foia/requesting-fbi-records/> (Accessed 10/10/2012)