

# Sample FBI FOIA Request Letter

## Instructions

- Please provide a detailed description. For example, if requesting records on Saddam Hussein, you could write: Saddam Hussein, who served as president of Iraq from 1979 until 2003.
- 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.
- If you wish to include additional specific information, attach another sheet of paper to this letter.
- Options for sending your request: mail to the address listed below, fax to (540) 868-4391/4997, or e-mail to [foiparequest@ic.fbi.gov](mailto:foiparequest@ic.fbi.gov).

## Letter

Date: \_\_\_\_\_

FBI  
Record/Information Dissemination Section  
Attn: FOIPA Request  
170 Marcel Drive  
Winchester, VA 22602-4843

Dear FOIA Officer: \_\_\_\_\_

This is a request under the Freedom of Information Act.

Date range of request: \_\_\_\_\_

Description of Request:

---

---

---

---

Please search the FBI's indices to the Central Records System for the information responsive to this request related to:

---

---

---

---

---

I am willing to pay up to [ \$\_\_\_\_\_ ] for the processing of this request. Please inform me if the estimated fees will exceed this limit before processing my request.

I am seeking information for personal use and not for commercial use.

Thank you for your consideration,

Name: \_\_\_\_\_

Title (optional): \_\_\_\_\_

Business (if applicable): \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Country (if applicable): \_\_\_\_\_

Telephone (optional): \_\_\_\_\_

E-mail (optional): \_\_\_\_\_

<http://www.fbi.gov/foia/sample-fbi-foia-request-letter> (Accessed 10/10/2012)