

# Freedom of Information Act (FOIA) Request for Government Documents

(not to be used to request Military Police Reports for traffic, domestic or accidents)

\_\_\_\_\_  
(DATE)

Freedom of Information Act Office  
2702 Michigan Avenue (Room 201)  
Fort Campbell Kentucky 42223

This is a request under the Freedom of Information Act (5 U.S.C. 552). I request a copy of the following document(s) be provided to me. [Identify the document(s) as specifically as possible].

\_\_\_\_\_  
\_\_\_\_\_  
In order to help you determine my status for the purpose of accessing fees, you should know that I am (must select one of the following descriptions below).

- A representative of the news media affiliated with the \_\_\_\_\_ newspaper (magazine, television station, etc.), and this request is made as part of newsgathering and not for a commercial use.
- Affiliated with an educational or non-commercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.
- Affiliated with a private business and am seeking information for use in the company's business.
- An individual seeking information for personal use and not for a commercial use.

**I am willing to pay fees for this request up to a maximum of \$\_\_\_\_\_.** If you estimate that the fees will exceed this limit, please inform me first. (cannot proceed without your input to fee)

[Optional] I request a waiver of fees for this request because disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to the public understanding of the operations or activities of the Army and is not primarily in my commercial interest. [Include details about how the requested information will be disseminated by you to the general public].

I agree to accept a releasable copy of the requested record(s). I understand that some information or records may be withheld as authorized and cited in Department of Defense Regulation 5400.7, Department of Defense Freedom of Information Act Program, paragraph C3.2.1, Exemptions one through nine.

I will not accept a releasable copy of the requested record(s). I wish to have my request referred to the appropriate reviewing authority at Headquarters, Department of the Army, for a final review and release determination. I understand that my request will be processed in the order that it is received and that it could take a year or longer before I receive a final decision.

I am requesting an **expedited request** based on one of the following reasons (check if applicable). I understand that if approved by your office, this request will be processed ahead of all other requests.

Expected to pose an imminent threat to the life of physical safety of an individual

Person primarily engaged in disseminating information has an urgency (breaking news) to inform the public about actual or alleged Federal Government activity.

Humanitarian Need     Imminent loss of due process rights

Name: \_\_\_\_\_ Email: (personal ONLY) \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Upon completion of this form, scan it and a copy of your civilian driver's license (**military CACs cannot be copied and will not be accepted**) and email it to [fortcampbellfoia@army.mil](mailto:fortcampbellfoia@army.mil)

## PRIVACY ACT STATEMENT

**AUTHORITY.** 10 U.S.C., section 3013. **PURPOSE.** To provide detailed information necessary for Army officials and commanders to discharge their responsibilities for maintaining discipline, law and order through investigation of complaints and incidents and possible criminal prosecution, civil court action, or regulatory order. **DISCLOSURE.** Voluntary, but failure to provide social security number prevents the Provost Marshal's Office from conducting a thorough record search in order to comply with applicant's request for military police report. **RETRIEVABILITY.** By individual's name, date of birth, SSN, case number. **SAFEGUARDS.** Access to information is controlled; limited to authorized personnel having official need therefore.