

## Fort Liberty Law Enforcement Report Request Processing Information

The Fort Liberty Law Enforcement Report Request Form is provided to facilitate Law Enforcement Report (LER) and Military Police (MP) Report requests made under the Freedom of Information Act (FOIA) and Privacy Act. Additional guidance is provided below.

### Information we need from you:

- **Written Request and Contact information.** A request must be in writing and include full name and contact information of the Requester. Federal employees, Soldiers, and service members requesting records under the FOIA must provide contact information not associated with their government employment to continue processing their request.
- **Description of the records you are requesting.** Provide the report number or event details (location, date, parties involved, report type). Additionally, the record should meet the criteria of an agency record. The Fort Liberty FOIA office is not the release authority for CID records, records generated by other military installations, nor city and county police, you must contact those agencies to request their records.
- **Fees.** The Requester must state a willingness to pay applicable fees.

### Records subject to the Privacy Act

- **Verification of Identity.** When requesting access to records where personal information will be disclosed, the Requester will be required to provide proof of identity to verify eligibility to receive such information.
- **Legal Representatives, Insurance Agents, or other Designated Agents.** If you are a requesting information on behalf of another person, provide written consent from the client/individual stating that they authorize us to release the report to you. A Privacy Act release notice will be provided upon request and proof of identity will be required.

### Submitting a Law Enforcement Report Request

Requests can be made directly to the Fort Liberty Law Enforcement center.

1. Complete and sign the attached Law Enforcement Report Request form.
2. Attach a copy of your government-issued identification.
3. Submit the completed form and proof of identity (e.g. driver license) directly to [usarmy.liberty.imcom.mbx.police-services@army.mil](mailto:usarmy.liberty.imcom.mbx.police-services@army.mil) .

Once the Law Enforcement Center receives the report request, they will forward their report to the FOIA Office for processing and release. The FOIA office will then contact the requester for retrieval of the redacted records.

### Processing Timelines

Simple requests under the FOIA are processed within **20 business days**. Complex or unusual circumstance requests may require additional time. If you have not received an acknowledgement to your LER request within **10 business days**, send your inquiry to the FOIA Office at [usarmy.liberty.usag.mbx.dhr-foia@army.mil](mailto:usarmy.liberty.usag.mbx.dhr-foia@army.mil) .

### Alternative Methods of Submission

Requests submitted to the Law Enforcement Center are processed the quickest. However, requests can be submitted to the FOIA office by email, fax, mail, or drop off. This may delay the processing of your request.

## Fort Liberty Law Enforcement Report Request

This request is submitted under the Freedom of Information Act.

### Requester

Name (First, Middle, Last): \_\_\_\_\_

Organization/Company: \_\_\_\_\_

### Contact Information

Note: Federal government employees and Military service members, provide contact information not associated with your government employment.

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

\_\_\_\_\_

Email Address: \_\_\_\_\_

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

### Select One:

- I request a copy of a report in which I am identified by name or other personal identifier. I understand I must attach proof of my identity such as a driver license or other identification.
- I request a copy of a report where I am not identified within the report however, I am a guardian, Legal Representative, Insurance Agent, or other Designated Agent of an individual named in the report. I understand I must attach proof of identify and individual's authorization.
- I request a copy of a report however, I am not identified in the report.

### Record Description

Provide enough detail so the Law Enforcement Report (LER)/Military Police (MP) report can be located. Information should include incident date, location, report number, or type of report (e.g. traffic accident, theft, other incident).

Type of Report/ Report No.: \_\_\_\_\_

Date/Time/Location: \_\_\_\_\_

Other Information: \_\_\_\_\_

- I will accept a redacted version of the record whereby any non-releasable information such as social security numbers, home address, phone numbers, etc. are removed.

### Fees

- I am willing to pay reasonable fees associated with this request.

### Sign and Submit this Form

Submit to [usarmy.liberty.imcom.mbx.police-services@army.mil](mailto:usarmy.liberty.imcom.mbx.police-services@army.mil) . Include a copy of your government-issued identification (e.g. driver license) and written authorization as applicable.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date