

## Fort Liberty Freedom of Information Act Request Form

The following information is necessary to file a Freedom of Information Act request.  
Failure to provide the complete and accurate information may delay your request.

### 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: \_\_\_\_\_

### Description of Records Requested

Provide enough detail so that a knowledgeable official may locate the record with a reasonable amount of effort. Information should include date of incident, location of incident, report number, investigation agency/command, etc. Indicate whether you are listed as a subject or individual within the record.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that if I am requesting a record where I am listed as a subject or individual within the record, I will provide the FOIA office reasonable **verification of identity** before being granted access to personal data.

I will accept a sanitized 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, or fees up to \$ \_\_\_\_\_.  
I understand the FOIA office will request additional information to determine my fee status when assessing fees.

### Sign and Submit this Form

Ensure this form is completed in its entirety and signed. Include a copy of your government-issued identification (e.g. driver license) if requesting access to personal information.

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

\_\_\_\_\_  
Date