

Freedom of Information Act Request

The following information is required to initiate a formal request under the Freedom of Information Act.

Full name: _____

Current Address: _____

Email Address: _____

Daytime Telephone Number: _____

Describe the specific record(s) you seek with enough detail so that a knowledgeable official of the activity may locate the record with a reasonable amount of effort. Please include date of incident, location of incident, report number, etc, if you are requesting a military police report.

Note 1: Detail should include a description of the event on which you seek information, when the event occurred, etc. The more information provided, the better we will be able to locate the information you seek.

Note 2: The Freedom of Information Act is not an investigative arm, nor can it respond to the requester's questions. FOIA only provides you with the right to request Federal Government records from specific documents, records and files of the Federal Government and after receipt of that information, you must then draw your own conclusions and take action as appropriate.

Select one of the items below (required). To help determine my status to assess fees, you should know that I am:

- ☐ a representative of the news media affiliated with
This request is made as part of a news gathering effort and not for commercial use.
- ☐ affiliated with an educational or non-commercial scientific institution. This request is made for a scholarly or scientific purpose and not for commercial use.
- ☐ an individual seeking information for personal use and not for commercial use.
- ☐ affiliated with a private corporation and am seeking information for use in the company's business.

FEE/WAIVER - Select one of the items below. You must indicate your willingness to pay all fees or those up to a specified amount or provide justification to support a fee waiver.

- ☐ I am willing to pay fees for this request. If you estimate the fees will exceed \$
Please stop your work and advise me how much it will cost to process.
- ☐ I request a waiver of all fees for this request. Disclosure of the requested information to me is in public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest. **(requires justification)**

FEE WAIVER JUSTIFICATION - If you request a fee waiver, explain why it is justified. Note: Make sure you address each element of the U.S. Army's Fee Waiver Regulations. These regulations are in Title 32 of the Code of Federal Regulations in Section 518.19. **Click here** to view the regulation.

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Thank you for considering my request.

Sincerely,

Signature _____ Date _____

A legible copy of a state or government-issued identification card is required if you are requesting records maintained in a system of record. Legal representatives must additionally present an original of proof of legal representation.

Instructions: Fill out, print, sign and email this form to usag_fmmd_dhr_asd_foia@army.mil or mail form to:

Official Mail Distribution Center
ATTN: FOIA Officer
375 Chamberlin Ave, Ste 5075
Ft Meade, MD 20755