

TO:

**Organization:** NCIS RECORDS MANAGEMENT CODE 11C1  
**Location:** Quantico, VA  
**Email:** OGA\_Requests@NCIS.NAVY.MIL

FROM:

**Name:**

**Organization:**

**Location:**

**Email:**

**Phone:**

PURPOSE:

The individual below is applying for a position with \_\_\_\_\_ and is currently in the background investigation phase. We ask that you provide any criminal records that pertain to the subject below.

Name:

DOB:

SSN:

- -

If this individual has any records, please email \_\_\_\_\_

at your earliest convenience.

We appreciate your assistance with this matter. If you have any question call \_\_\_\_\_

Sincerely,