

NAVAL CRIMINAL INVESTIGATIVE SERVICE

FREEDOM OF INFORMATION ACT REQUEST FOR RECORDS

PRIVACY ACT STATEMENT: In accordance with 32 CFR Section 701.107 personal data sufficient to identify the individuals submitting requests under the Privacy Act of 1974, 5 U.S.C. Section 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of Department of the Navy systems of records are not wrongfully disclosed by the Department. Requests will not be processed if this information is not furnished. False information on this form may subject the requester to criminal penalties under 5 U.S.C. Section 552a(i)(3). Some records or portions thereof may not be releasable pursuant to 5 U.S.C. § 552a(j)(2), 5 U.S.C. § 552a(k)(5) and 5 U.S.C. § 552a(k)(6).

PURPOSE: To request access to personal records.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay, or prevent further processing of this request.

INSTRUCTIONS: Complete all fields below. Requests must be signed and contain the full name of the individual, social security number, and at least one additional personal identifier, (i.e. date of birth, place of birth, etc.) and mailing address.

* Attorneys or other persons acting on behalf of an individual must provide written authorization from that individual for their representative to act on their behalf.

REQUESTOR INFORMATION

Full Name (Last, First, Middle)

Social Security Number

Date of Birth

Place of Birth

Other Names Used

Daytime Phone Number

E-mail Address

Type of File Requested

Please mail my file to:
(street address, city, state & zip code)

I declare under penalty of perjury under the laws of the United States of America that the above information (concerning my identity) is true and correct.

Signature

Date

Mail or email your request to:

Naval Criminal Investigative Service Headquarters
Attn: FOIA (Code 00LJF)
27130 Telegraph Road
Quantico, VA 22134

E-mail: ncis_foia@ncis.navy.mil