

Instructions for filling out your own FOIA request.

Please let us know that you've sent a FOIA request – and let us know if you get any interesting information in response. If the agency stonewalls you, contact us – we'll try to help. Call 202-529-4225 or send an email to info@defendingdissent.org

Filling out the form:

- Put your name, address and phone number on the lines at the top right of the page.
- Put the date above the agency address (using the slash marks)
- At the end of the first paragraph, insert the date you want the agency to use as the start date for their search.
- #1 Fill in your personal information. (No, this will not prompt the FBI to open a file about you!)
- #2 Give the agency something to go on – any protests you participated in, meetings you think the agency might have surveilled or infiltrated. Try to provide specific dates and locations. For example:
November 6, 2010 teach-in at Friends Meeting House, 2111 Florida Ave. NW Washington, DC
- You can continue your list on the back of the page (just write “continued on back”)
- On the second page, tell the agency how much you are willing to pay for your files. Set a limit you are comfortable with (\$25 or so). Some agencies have an expectation that you will pay up to \$25.
- Sign the document and send it off, along with the *Certification of Identity*. You do not need to get it notarized.

Where to send your request:

FBI

You can submit your request via mail, fax or email:

Federal Bureau of Investigation

Attn: FOI/PA Request

Record/Information Dissemination Section

170 Marcel Drive

Winchester, VA 22602-4843

Fax: (540) 868-4995/4997

E-mail (scanned copy): foiparequest@ic.fbi.gov

CIA

Information and Privacy Coordinator

Central Intelligence Agency

Washington, D.C. 20505

Or send via fax to: 703-613-3007.

CIA will not accept FOIA requests via electronic mail.

DHS

Associate Director, Disclosure Policy & FOIA Program Development

William H. Holzerland, CIPP/G

Associate Director, Disclosure Policy & FOIA Program Development

The Privacy Office

U.S. Department of Homeland Security

245 Murray Drive SW, Building 410
STOP-0655
Washington, D.C. 20528-0655

NSA

By postal service or other commercial delivery to:

National Security Agency

Attn: FOIA/PA Office (DJP4)

9800 Savage Road, Suite 6248

Ft. George G. Meade, MD 20755-6248

By facsimile to 443-479-3612

Privacy Act requests submitted by facsimile are limited to 20 pages and should be marked to the attention of the FOIA/PA Office.

By email to foianet@nsa.gov complete with a digital signature. This signature is required for all e-mail submissions. Requests without a digital signature will not be processed.

TSA

Transportation Security Administration, TSA-20, East Tower

FOIA Division

601 South 12th Street

Arlington, VA 20598-6020

By fax

(571) 227-1406

By E-mail

FOIA.TSA@dhs.gov