

# Requesting FBI Records

FBI records can be requested through both the Freedom of Information Act (FOIA) and the Privacy Act. Please read this page carefully to ensure you are making the correct request.

## Freedom of Information Act (FOIA) Request

The Freedom of Information Act allows any person—except fugitives, federal agencies, and foreign intelligence agencies—to request information about organizations, businesses, investigations, historical events, incidents, groups, or deceased persons.

To submit a Freedom of Information Act request, use one of the following options:

### Option 1: Submit your request using the eFOIPA portal.

**Note:** If you have any questions about this process before submitting your eFOIPA request, please view the eFOIPA frequently asked questions page or email foipaquestions@fbi.gov.

### Option 2: Submit your request using the Sample FOIA Request Letter. The form includes instructions.

**Note:** Please use the U.S. Department of Justice Certification of Identity Form DOJ-361. If you have any questions about this process before submitting your FOIA request, please email foipaquestions@fbi.gov.

### Mail your submission to:

Federal Bureau of Investigation  
Attn: Initial Processing Operations Unit  
Record/Information Dissemination Section  
200 Constitution Drive  
Winchester, VA 22602

### Letter format:

- Provide your complete name and mailing address. Telephone, fax, and e-mail addresses are optional.
- Provide any identifying data that will help us locate information—for example, the subject's complete name, aliases, date and place of birth, Social Security number, former addresses, or localities.
- If you are interested in records pertaining to a particular incident, please describe it in detail.

### Another living person:

- If your request is for information about another living person, that information is usually not disclosed unless you have obtained the person's written consent or unless public disclosure is authorized by law. Requests for information about another living person should be accompanied by evidence of the subject's consent. Please use U.S. Department of Justice Certification of Identity Form DOJ-361 and complete the section identified as: Authorization to Release Information to Another Person. You may submit an attachment listing additional information that may aid in locating responsive records. **Please place your name and contact information on the attachment.**

### A deceased individual:

- If your request is for information concerning a deceased individual, you must provide proof of death. Acceptable forms of proof of death include obituaries, death certificates, recognized sources that can be documented, written media, *Who's Who in America*, an FBI file that indicates a person is deceased, date of birth is 100 years or greater, or Social Security Death Index page.

State how much you are willing to pay for duplication fees if any are assessed. Refer to the U.S. Department of Justice FOIA Reference Guide.

### For more information:

- Overview of the Freedom of Information Act
- FOIA Exemptions
- FOIA/PA Terms

## Privacy Act Request

The Privacy Act allows U.S. citizens and lawfully admitted aliens to request information on themselves or another living person.

If you are requesting information about **yourself**, you must use one of the following options:

### Option 1: Submit a Privacy Act request through the eFOIPA portal.

The eFOIPA system allows all types of Freedom of Information/Privacy Act (FOIPA) requests, to include requests on first parties (Privacy Act requests), deceased individuals, policies and procedures, events, organizations, and any other topic. The majority of FOIA and Privacy Act responses will be electronically transmitted; however, not all responses can be transmitted electronically. The address on file will be used if the response cannot be completed electronically.

### Option 2:

Following the instructions in U.S. Department of Justice Certification of Identity Form DOJ-361, submit a letter to the FBI, sign your request, and have it notarized or state, "Under penalty of perjury, I hereby declare that I am the person named above and I understand that any falsification of this statement is punishable under the provisions of Title 18, United States Code (U.S.C.), Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years, or both; and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of Title 5, U.S.C., Section 552a(i)(3) as a misdemeanor and by a fine of not more than \$5,000." If you have any questions about this process before submitting your FOIPA request, please e-mail foipaquestions@fbi.gov.

### Mail this letter to:

Federal Bureau of Investigation  
Attn: Initial Processing Operations Unit  
Record/Information Dissemination Section  
200 Constitution Drive  
Winchester, VA 22602

### For more information:

- Overview of the Privacy Act
- Privacy Act Exemptions
- FOIA/PA Terms

## Identity History Summary Check

If you are requesting a copy, want to challenge, or are just checking on the status of a request regarding an Identity History Summary Check, please contact the FBI's Criminal Justice