

Request for Records

Privacy Act Advisement

Requesting personal information which includes your Social Security Number is authorized by 5 USC Sec. 552.a (Privacy Act of 1974). Providing all or part of this information is voluntary. However, without it, this agency may not be able to identify your records. Information provided herein is used to identify and retrieve records pertaining to you, and protect the privacy of individuals on whom this agency maintains records. This information is retained in our files and may be released to other agencies for official purposes.

Request

I, _____ request a copy of records pertaining to me maintained by _____.

Identifying information is provided as follows:

Social Security Number: _____

Full Name: _____

Other Names Used: _____

Date of Birth: _____ Place of Birth: _____

Please mail my file to:

Daytime Phone Number: _____

Email: _____

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

Signature

Date

NCISHQ
ATTN: FOIA (Code 00LJF)
27130 TELEGRAPH ROAD
QUANTICO, VA 22134

FOIA EMAIL: ncis_foia@ncis.navy.mil
FOIA FAX #: (571) 305-9867