



U.S. Department of Justice · Drug Enforcement Administration

Freedom of Information Act (FOIA)/Privacy Act (PA) Sample Request Letter

This form offers instructions on information needed to make a FOIA/PA request and provides a sample FOIA request letter.

Instructions

1. Provide a detailed description of the records you are seeking from the Drug Enforcement Administration (DEA). Failure to do so may delay the processing of your request.
2. If you wish to include additional specific information, attach it to your FOIA/PA request letter.
3. If your request is for information about yourself, you **must** sign your request under the penalty of perjury or notarize your signature. See **DOJ Form 361 for further instructions:** <https://www.justice.gov/oip/page/file/1280011/download>
4. 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, date of birth is 100 years or greater, or Social Security Death Index page.
5. If your request is for information about a **living** third-party, the third-party's consent will be required to release his/her information to you. See *Authorization to Release Information to Another Person* on the [DOJ Form 361](#).
6. The use of this form is **optional**, and you may use any written format for a FOIA/PA request as long as it contains the information requested below.
7. You must submit your FOIA/PA request by e-mailing it to DEA.FOIA@usdoj.gov or mail to the address listed below.

Privacy Act Statement

Authorities: 5 U.S.C. § 552, 5 U.S.C. § 552a, and 44 U.S.C. 3101 authorize the collection of this information.

Purpose: This information will be used by DEA to locate records and respond to requests made under the Freedom of Information Act (5 U.S.C. § 552) and Privacy Act of 1974 (5 U.S.C. § 552a)

Routine Uses: This information may be used by, and disclosed to, DEA personnel, contractors, and/or other agents who need the information to assist with locating records and other activities associated with the processing of your request. These records may be shared in accordance with the routine uses published in the System of Records Notice DOJ-004, "Freedom of Information Act, Privacy Act, Mandatory Declassification Review Records," 77 FR 26580 (May 4, 2012) (last publication of complete notice).

Disclosure: Furnishing this information is voluntary; however, failure to provide the information requested may delay or prevent DEA from processing your Freedom of Information Act/Privacy Act request.

SAMPLE FOIA/PA LETTER

Date: _____

DEA FOI/Records Management Section
ATTN: FOIA/PA Unit (FSRF)
8701 Morrisette Drive
Springfield, Virginia 22152

Dear FOIA Officer:

This is a request under the Freedom of Information Act. Attached please find a copy of my completed *Certification of Identity* (DOJ Form 361): See: <https://www.justice.gov/oip/page/file/1280011/download>

Telephone (optional): _____

Email: _____

Date range of request: _____

Description of request: (Describe the records you seek in enough detail for DEA to conduct a proper search)

I am:

- ___ An individual seeking information for personal use and not for commercial use.
- ___ A representative of the news media seeking information as part of a news gathering effort and not for commercial use.
- ___ Affiliated with an educational or non-commercial scientific institution seeking information for a scholarly or scientific purpose and not for commercial use.
- ___ Affiliated with a private corporation and seeking information for use in a company's business.

I am willing to pay up to \$____ for the processing of this request. Please inform me if the estimated fees will exceed this limit before processing my request.

If applicable, please attach additional information to your FOIA/PA letter concerning the following:

Requesting Records on an Individual (if applicable)

- ___ I am requesting records on myself (see instruction # 3 above)
- ___ I am requesting records on a deceased individual (see instruction # 4 above)
- ___ I am requesting records on a third-party (see instruction # 5 above)

If you need further assistance, contact DEA’s Requester Services Hotline at (571) 776-2300 or e-mail DEA.FOIA@usdoj.gov.