

**FREEDOM OF INFORMATION ACT/PRIVACY ACT/ROUTINE USE REQUEST FORM**

Under the AUTHORITY 5 U.S.C. 552(a) and E.O. 9397 (SSN), this form is FOR OFFICIAL USE ONLY for the PURPOSE to track, process, and coordinate individual requests for access and amendment of personal records; to process appeals on denials of requests for access and amendment of personal records; to compile information for reports, and to ensure timely response to requesters. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may be disclosed outside DoD as a ROUTINE USE pursuant to 5 U.S.C. 552a(b)(3) and to individuals who file FOIA requests for access to information about who has made a FOIA request and/or what is being requested under the FOIA. **DISCLOSURE IS MANDATORY.**

DIRECTOR  
JOINT LAW CENTER (ATTN: FOIA)  
PSC BOX 8007  
CHERRY POINT, NC 28533-0007

Date: \_\_\_\_\_

**TYPE OF REQUEST**

FOIA REQUEST (Government Records, i.e., investigations, attorney, contracts) \_\_\_\_\_

PRIVACY ACT REQUEST (Personal Records about the individual, i.e., SRB, FAP) \_\_\_\_\_

ROUTINE USE REQUEST (OFFICIAL USE, Federal, State & local agencies for civil or criminal purposes, or for hiring, retention, insurance companies, traffic accident reports, security clearance) \_\_\_\_\_

NOTICE: Requests for Military Police Reports pertaining but not limited to: Assault, breaking and entering, drugs, DUI/DWI, domestic assault, burglary, and theft will be forwarded to the Naval Criminal Investigative Service (NCIS) Headquarters for processing.

I am willing to pay fees over \$25.00 in the amount of \_\_\_\_\_ for the processing of my request.

RANK & FULL NAME (PRINT CLEARLY): \_\_\_\_\_

SSN: \_\_\_\_\_

COMPLETE MAILING ADDRESS: \_\_\_\_\_

DAYTIME TELEPHONE: \_\_\_\_\_ EVENING TELEPHONE: \_\_\_\_\_

RECORD(S) REQUESTED : \_\_\_\_\_

LOCATION OF REQUESTED RECORD(S) : \_\_\_\_\_

DATE OF INCIDENT(S): \_\_\_\_\_

HOW WOULD YOU LIKE TO RECEIVE YOUR RECORD? (CIRCLE):      I WILL PICK UP      PLEASE MAIL TO ME

"I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA THAT THE FOREGOING IS TRUE AND CORRECT."

\_\_\_\_\_  
Signature of Requester

Please Note: There is no processing time limit when processing PA/Routine Use requests; however, we will process these as expeditiously as possible. This office has twenty (20)-working days in which to provide a response to a FOIA request. Depending on current workloads, information requested, dates and/or accidents, etc., the response time may vary.

**"FOR OFFICIAL USE ONLY – PRIVACY ACT SENSITIVE"**

**Any misuse or unauthorized release of personal information could result in both civil and criminal penalties. You may return this request by faxing it to (252) 466-3540 or e-mail CHPT.FOIA.OMB@usmc.mil**