

**HOW TO SUBMIT A FOIA AND PRIVACY ACT REQUEST**

In order to receive information about yourself (if that is part of your request) we require a signed perjury statement. Without this perjury statement, we will be unable to provide you with any information about yourself.

If your request concerns another individual, you will need to provide either: 1) proof of death; 2) a signed privacy waiver/third party consent from that/those individual(s); or, 3) sufficient evidence that release of the information will provide the public with details about a government agency that would make the public interest in release of the information outweigh the significant privacy interests of the individual(s) involved.

If you choose not to provide a signed perjury statement and/or third party consent/proof of death/sufficient evidence of public interest in the activities of a government agency, we will still process your request; however, it may severely limit what information you receive, if any.

=====

PERJURY STATEMENT FOR INFORMATION ABOUT YOURSELF. (Note: A wet signature is required, so please print, sign, and date)

Requester Name (printed):

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above (requester) and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. section 1001 by a fine of not more than \$10,000.00 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 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.00.

Requester Signature and Date:

Notary:

=====

SAMPLE PRIVACY WAIVER FROM OTHER INDIVIDUAL. (Note: A wet signature is required, so please print and have the other individual sign and date)

I, Name (printed):

authorize release of my information which is protected under the privacy act  
to: Name (printed):

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above (requester) and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. section 1001 by a fine of not more than \$10,000.00 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 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.00.

Requester Signature and Date: (Needs to be signed by the other individual)

Notary:

=====

In addition, please provide the following recommended information. You may attach this information on a separate document along with your appropriate statement

1. Requester's name, phone number and date of birth:
2. Requester's Current Mailing Address:
3. Requester's personal email address:
4. Relationship (in case file – such as: Subject, Victim, Witness):
5. Who the request is regarding (name of individual, if not yourself, or investigation):
6. SSN ((provide the SSN of the individual to whom the request is pertaining to is voluntary). It will be used to facilitate the identification of records. Without the SSN, we may be unable to locate the records requested):
7. When did the incident take place (month and year if known)?
8. Where did the incident take place or where was it investigated (what Air Force base if known)?
9. What is the nature of the investigation (sexual assault, death, drugs, etc.)?
10. What was your role in the investigation (subject, victim, witness, or in the case of a death investigation your relationship to the deceased)?
11. If the investigation involves minors, have a legal custodial parent fill out a notarized verification of identity for each child and include those forms with your request.
12. Some responsive records include photographs which can be graphic in nature. Do you want to receive the photographs? YES / NO
13. Some responsive records include both a Report of Investigation (ROI) and Exhibits/Attachments. The ROI is used to document OSI investigations, specifically the results of investigative activities. The processing of Exhibits/Attachments can add additional processing time to your request. If you request only the ROI this will not preclude you from requesting the Exhibits/Attachments in the future as a separate FOIA request. Which are you requesting? ROI - YES / NO Exhibits/Attachments - YES / NO
14. Are you willing to pay fees? YES / NO (You can attach a fee waiver to your request if applicable).
15. Statement: Under the Freedom of Information Act/Privacy, I am requesting information regarding the above named individual or file.

**NOTE:** To ensure timely attention to your request, please do not mail FOIA requests to the OSI Public Affairs Office.

=====

You have these options to submit your request:

1. E-mail to: [afosi\\_hq\\_foia\\_request@us.af.mil](mailto:afosi_hq_foia_request@us.af.mil) .
2. Fax to: (571) 305-8229
3. Mail to: HQ OSI/FSS/MSII Attn: FOIA Section 27130 Telegraph Rd. Quantico, VA 22134

E-mailed requests must have a valid mailing address included since it may not be practical to provide a substantive response electronically.

**NOTE:** Government-affiliated requesters, to include military and civilian employees, should not use government equipment, supplies, stationary, postage, telephones or official mail channels to make FOIA requests. Requests should be made through personal e-mail or postal service.

=====