

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

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Rank/Mr/Mrs/Ms      First Name                      MI                      Last Name

\_\_\_\_\_  
Last Four SSN                      MOS                      Branch of Service

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
Work Telephone Number

Subj:    FREEDOM OF INFORMATION ACT / PRIVACY ACT REQUEST

To: Freedom of Information Act (FOIA) Coordinator  
Office of the Staff Judge Advocate  
Marine Corps Base, Camp Smedley D. Butler, Unit 35002  
FPO AP 96373-5002  
TEL: 645-7918  
FAX: 645-3743

1. I am requesting the following information pursuant to the Freedom of Information Act/Privacy Act:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Information Requested: \_\_\_\_\_  
Inclusive Dates (if known): \_\_\_\_\_  
Case File Number (if Known): \_\_\_\_\_

2. I am willing to pay any processing fees associated with this request that are greater than \$15.00. I am aware that I will be notified in advance of any processing fees. (FOIA)

3. Providing the above information is voluntary. However, I understand that this information is necessary to properly process my request.

4. I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\* **20 WORKING DAYS are allotted to complete a FOIA request.**  
SECNAVINST 5720.42F

## PRIVACY ACT ADVISORY

AUTHORITY: 5 U.S.C. 301, Departmental Regulations and 5 U.S.C. 552, Freedom of Information Act (FOIA), 10 U.S.C. 5041, Headquarters, Marine Corps; E.O. 9397, November 1943 (SSN); and Secretary of the Navy Instruction 5720.42F, Department of the Navy Freedom of Information Act Program.

PURPOSE: To track, process, and coordinate all FOIA requests from receipt to response; to respond to appeals for denial of information; to compile statistics for the Annual FOIA Report; to research and respond to FOIA requests; to maintain case files to comply with records disposal requirements; and to maintain an administrative record to support any litigation.

ROUTINE USE: The information will be used to perform a search for records by this office or other government agencies and may be released to other Department of Defense components or personnel who have a need for the information in the performance of their official duties.

DISCLOSURE: Voluntary. However, failure to provide this information may result in our inability to locate requested records and may result in your request not being processed.