

1. Requesting Organization: _____

2. Requester Name: _____ 3. Requester_ID: _____

Applicants Please Fill Out Below. Sign, date, and number each sheet.**Applicant Section**

4. First Name: _____ 5. Middle: _____ 6. Last: _____

7. Title: _____ 8. Preferred Name: _____

9. Return Address: _____ 10. Email: _____

_____ 11. Phone: _____

12. Notes: _____

Responder Section

13. Responder Organization Name: _____

14. Organization Type: _____

15. Contact First: _____ 16. Contact Last: _____

17. Contact Preferred Name: _____

18. Address: _____ 19. Mailing Address: _____

20. Phone: _____ 21. Phone Number Type: _____

22. Fax Number: _____ 23. Email: _____

24. Website: _____

25. Documents _____ 26. Requests _____

27. Notes: _____

Please request the items on the Requests List for each document Sign: _____**on the Documents List from the Responding Office on my behalf. Date: _____**

FOIA(s)

“You” and “Your” refer to the Applicant filling out the form and requesting services. “Us” and “We” refer to the Requesting Organization and the Requester processing the Application. We are a discovery advocate only and do not offer legal advice to applicants. The information furnished to You by Us is provided without any warranties express or implied and We will not accept any form of liability arising from Your use of the information.

This form is designed to collect information for generating form letters with open-source software called FOIA(s). See 5 U.S.C. 552, The Freedom of Information Act and Amendment 1. Government employees are people. Please do not make frivolous requests.