



# INFORMATION TO INCLUDE IN A FOIA REQUEST<sup>1</sup>

Full name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Organization: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Street address Apt/Unit #*

\_\_\_\_\_ Email: \_\_\_\_\_  
*City State Zip Code*

Requester Fee Category\*: \_\_\_\_\_ Willing to Pay All Fees?: Yes  No  Amount Willing to Pay: \_\_\_\_\_ \$

\*You must select the proper Requester Category (i.e., Commercial, Educational Institution, Scientific Institution, Media, or All Other). Additional information about each category is available [here](#). If you claim to be in the Educational, Scientific, or Media categories, you must provide evidence as described in our regulations at the above link.

Are you requesting a fee waiver\*\*? Yes  No

\*\*The NASA FOIA Regulations provide information regarding fees and can be found [here](#). To qualify for a fee waiver, you must meet the requirements discussed in §1206.506(c) and (d).

Fee Waiver Request Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you requesting expedited processing\*\*\*? Yes  No

\*\*\*The NASA FOIA Regulations provide information regarding expedited processing and can be found [here](#). To qualify for expedited processing, you must meet the requirements discussed in §1206.400(b)(3).

Expedited Request Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NASA Center to which you are submitting your request\*\*\*\*: \_\_\_\_\_

\*\*\*\*A list of NASA Centers is available [here](#).

Detailed Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> If submitting a request for records about you or someone else, you must also provide a certification of identity form completed by the individual about whom you seek records. A sample certification of identity form is available [here](#).