

ATF FOIA Request Form

STEP 1: Contact information

This information is needed so the agency knows where to send the response to your FOIA request. Please note that not all of these fields are required.

First Name:

Last Name:

Your organization:

In order for us to communicate with you about your request, you must provide at least one form of contact information

Email Address:

Phone Number:

Fax Number:

Mailing Address 1:

Mailing Address 2:

City:

State or province:

Zip or postal code:

Country:

STEP 2: Your request

The description of the records you are requesting is important. The scope of your request can impact how quickly an agency can respond to your request. Your description should be as clear and specific as possible and must give agency FOIA personnel enough detail so that they are able to reasonably determine exactly which records are being requested and where to locate them.

Your request (Required)

A brief and clear description of the information you'd like to receive. Please be as specific as possible. This field has a maximum length of 10,000 characters.

STEP 3: Additional information

If you are submitting a request for records on yourself (a “first-party” request), please attach any required documentation to verify your identity with this request. You can also attach any documents that provide context for your request or that could help FOIA personnel process your FOIA request.

Upload additional documentation

If you are seeking records about yourself, additional documentation is required to verify your identity. [28 C.F.R. § 16.3\(a\)\(3\)](#). You can use this [form](#) to verify your identity and attach it to the request.

Providing additional attachments:

STEP 4: Fees

Most FOIA requests do not involve any fees. However, if an agency informs you that there are fees associated with your request, you may request a fee waiver under the standard provided in the FOIA. You may request a fee waiver at any time during the processing of your request. The agency will grant a fee waiver when disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government and is not primarily in the commercial interest of the requester. Requests for fee waivers from individuals who are seeking records pertaining to themselves usually do not meet this standard. Additionally, a requester’s inability to pay fees is not a legal basis for granting a fee waiver. When making a request for a fee waiver you must explain how your request meets the standard described above.

What type of requester are you?

Please select the category that best fits you. This information helps FOIA personnel determine what fees, if any, may be applicable.

Fee Waiver:

Fee waiver justification:

Leave this blank if you are not requesting a fee waiver. When making a request for a fee waiver you must explain how your request meets the fee waiver standard described above. This field has a maximum length of 10,000 characters.

The amount of money you're willing to pay in fees, if any:

There is no initial fee required to submit a FOIA request, but the FOIA does allow people requesting records to be charged certain types of fees in some instances.

Step 5: Request expedited processing

Agencies generally process requests on a first-in, first-out basis. Most agencies also use separate tracks to process simple and complex requests. Under certain circumstances, your request may qualify for placement into a separate, expedited track where the agency will process it as soon as practicable. The standards for expedited processing are set out in the FOIA and in the regulations of each federal agency. Under the FOIA, a requester may qualify for expedited processing if they can demonstrate a "compelling need" for the records. A "compelling need" can be shown by: (1) establishing that the failure to obtain the records on an expedited basis "could reasonably be expected to pose an imminent threat to the life or physical safety of an individual;" or, (2) if the requester is a "person primarily engaged in disseminating information," by demonstrating that there exists an "urgency to inform the public concerning actual or alleged Federal Government activity." Agencies may also establish additional standards for granting expedited processing, which they

describe in their FOIA regulations. Requesters must demonstrate how they meet one of the standards in order to have their request processed on an expedited basis.

Expedited processing:

Justification for expedited processing

Leave this blank if you are not requesting expedited processing. When making a request for expedited processing you must explain how your request meets one of the expedition standards described above. This agency has additional criteria for expedited processing detailed at [28 C.F.R. § 16.5\(e\)](#). This field has a maximum length of 10,000 characters.

STEP 6: Review and Submit

Please review the information you entered above before submitting to the agency. Ensure that all required attachments along with this request form is submitted with your request. Please submit new requests to foia-requests@atf.gov. You should hear from the agency within the coming weeks. If you don't hear from the agency, please reach out using to FOIA Public Liaison at 202-648-7390