Federal Bureau of Investigation

Record Information/Dissemination Section

Service Request Unit, Room 6359

935 Pennsylvania Avenue, N.W.

Washington, D.C. 20535

**FBI Portland**

9109 NE Cascades Pkwy

Portland, Oregon 97220

[**Date**]

Re: Privacy Act Request

Attention:

This letter constitutes a request under the Freedom of Information and Privacy Act , 5 U.S.C. § 552a, on behalf of [**Full Name**], [**Address**].

I request disclosure of any records that were prepared, received, transmitted, collected and/or maintained by the FBI, concerning me or my activities. [**Note: Particular incidents in which you have been involved, which may have resulted in attention from the FBI, can be described in separate numbered sections.**].

I am [**an individual seeking information for personal use/affiliated with an educational or noncommercial institution, and this request is made for scholarly purposes/a representative of the news media and this request is made part of a news gathering and not for commercial use**] [**Note: Scholarly and media requestors may be entitled to a waiver of fees; if you fit that description, state “I am entitled to a waiver of fees” along with the name of your media or institution.**]

The maximum amount I am willing to pay for processing of this request and copying fees is $\_\_\_\_\_\_.

I declare under penalty of perjury that the forgoing is true and correct.

Executed on [**Date**], in [**City, State**].

 [**Signature**]

 [**Notarized**]

**Identifying Information**

Full Name:

Aliases, or Previous Names:

Date of Birth:

Place of Birth:

Citizenship:

Social Security No.:

Current Address: