ACF FOIA Request Form

* Required Field

Title Choose a Title

First Name *

Middle initial

Last Name *

Org/Affil. *

Address *

City *

State * AL Zip Code *

Daytime phone * Fax phone *

Email Address *

Description of the documents requested

Although you do not have to give a document's title, you should identify the documents that you want as specifically as possible to increase the likelihood that the agency will be able to locate them. Any facts you can furnish about the time, authors, events, subjects, and other details of the documents will be helpful to the agency in deciding where to search and in determining which records respond to your request, saving you and the government time and money.

Please list, as clearly as possible, the name of the document(s), the type of document(s), and any other specifics you may have that will identify the document(s) you seek.

Identify the date range of the documents: Start date: End date:

Payment of fees

I am willing to pay $ or

☐ $26.00 - $100.00 ☐ $101.00 - $250.00 ☐ $251.00 - $500.00

in search, duplication, and processing fees to receive records responsive to this request. If I agree to fees, I understand that I will be notified before fees are incurred ONLY where fees apply and are expected to exceed the amount I have indicated.

Receipt of Documents

How would you like to receive your documents? (check one)

☐ Paper ☐ CD ☐ Email (if documents are more than 5MB, they will be provided on a CD)

Assessment of Fees

To help us determine your fee status, check ONE of the following requestor categories:

- ◯ an individual seeking information for personal use
- ◯ affiliated with a private company and seeking information for use in the company's business
- ◯ affiliated with an educational institution and seeking information for a scholarly purpose
- ◯ affiliated with a noncommercial scientific institution
- ◯ representative of the news media seeking information as part of a news gathering effort

(if media, please identify organization with which you are affiliated):

Expedited Processing

I request expedited processing of my request and have described in detail why I believe my request warrants it:

- ☐ no compelling need exists to warrant expedited processing of this request
- ☐ an imminent threat to the life or physical safety of an individual exists
- ☐ an urgency to inform the public concerning actual or alleged Federal Government activity exists (this option available ONLY for requestors primarily engaged in disseminating information)

Please describe your justification for expedited processing.

Fee Waiver / Reduction in Fees

The Freedom of Information Reform Act of 1986 provides that documents are to be furnished without any charge or at a charge reduced below the fees established if disclosure of the information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the Government and is not primarily in the commercial interest of the requestor.

To evaluate whether the statutory standard authorizing a fee waiver or reduction has been met, we will need additional information upon which to base our determination. If you would like to request a fee waiver, please provide additional information as justification for a fee waiver and/or reduction in fees:

Mail or fax your request

ACF Freedom of Information Officer
Administration for Children and Families
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447
Phone Number: 1-888-747-1861
Fax: 202-401-4829

Print Form