**IMPORTANT: READ ALL Instructions below before sending a FOIA AND ORGANIZE with your local group to ensure you work together and don’t send multiple FOIA REQUESTS TO SAME AGENCIES.**

* **CHECK YOUR OWN STATE LAWS BEFORE FILING ANY FOIA REQUEST.**
* **ANYTHING IN PARANTHESIS ( ) OR BRACKETS [ ] IS A PLACE WHERE YOUR SPECIFIC INFORMAITON MUST BE INSERTED BY THE INDIVIDUAL USER OF THIS FORMAT.**
* **THESE ARE ONLY TEMPLATES TO USE AS A GUIDE- OF WHICH THE NATIONAL FREEDOM OF INFORMATION COALITION WEBSITE WAS USED TO SET OF BASIC FRAMEWORKS.**
* **GO TO WEBSITE:** [**https://www.nfoic.org/state-sample-foia-request-letters/**](https://www.nfoic.org/state-sample-foia-request-letters/) **AND FIND YOUR OWN STATE TEMPLATE!**

We acknowledge and thank The National Freedom of Information Coalition for the free use of their Templates for each state. Their efforts and willingness to share this knowledge with the public is greatly appreciated.

**FOIA FORMAT / TEMPLATE**

**Index:**

1. General Requests – ALL TEMPLATES ONLY
   1. FOIA General – pages 2-3
   2. Appeal Letter – page 4
   3. Waiver of Fee Request format letter (Federal FOIA Request) – page 5-6
   4. State – General FOIA Request Letter – page 7
   5. State specific to DMV Request Letter – pages 8-9
   6. State Specific to SOCIAL SERVICE AGENCY Request Letter – pages 10-11
   7. State Specific to ELECTION OFFICIAL/REGISTRAR Request Letter – pages 12-13
2. Open Records Requests Samples/TEMPLATES – SEE <https://www.nfoic.org/state-sample-foia-request-letters/> for templates for YOUR State
   1. Nevada – page 14
   2. Georgia – page 15
   3. Wisconsin – page 16
   4. Kansas – page 17

**General Request**

Freedom of Information Act Request Letter

Agency Head (FOIA Officer)  
Name of Agency  
Address of Agency  
City, State, Zip Code

Re: Freedom of Information Act Request

Dear (Insert Name listed above here):

Please accept this as an official request under the Freedom of Information Act.

I request that a copy of the following [documents containing the following information, specific title here of documents] be provided to me: [identify the documents or information as specifically as possible]. I am requesting documents from the period of [put dates here]. Please provide them in the format of: (insert here paper form, flash drive form, etc.)

In order to help to determine my status to assess fees, you should know that I am (insert a suitable description of the requester and the purpose of the request) (see below to choose):

(an individual seeking information for personal use and not for a commercial use);

(an affiliate of a private corporation seeking information for use within the business);

(news media affiliated with \_\_\_\_\_\_\_\_\_\_\_\_\_ (television network, newspaper, etc. name) and (I am requesting this information for news gathering purposes) (may include if you choose: the U.S. Court of Appeals for the District of Columbia has determined that even a nonprofit clearinghouse of information can qualify as a representative of the news media, See *National Security Archive v. U.S. Department of Defense*, 279 U.S. App. D.C. 308 (D.C. 1989)). (Also: you can use the following language: Please take note of the Office of Management and Budget guidelines published March 27, 1987 (52 FR 10012) that include electronic publications and other nontraditional publishers as representatives of the news media. OMB guidelines say that past publication can be used as proof you are a media representative.)

(nonprofit organization seeking information for research purposes or reporting purposes or action purposes).

(FEE option) I will pay fees for this request up to a maximum of $\_\_\_\_\_. If you estimate that the fees will exceed this limit, please inform me first.

(FEE option) I request a waiver of all fees for this request. Disclosure of this request is in the public interest and is likely to contribute significantly to public understanding of the operations or activities of the government,

(FEE option) Explain further if your state requires more detail/etc. Look up your state’s FOIA laws.

Thank you for your prompt response to this request.

Sincerely,

Name  
Address  
City, State, Zip Code  
(Email optional)

(Telephone Optional)

**Freedom of Information Act Appeal Letter**

Agency Head or Appeal Officer  
Name of Agency  
Address of Agency  
City, State, Zip Code

Re: Freedom of Information Act Appeal

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This is an appeal under the Freedom of Information Act.

I requested documents on (date) under the Freedom of Information Act. My request was assigned the following identification number: \_\_\_\_\_\_\_\_\_\_ (if there is one). A response to my request was received on (date) in a letter signed by (name of official) denying my request (or fee waiver/insert whatever you are appealing here). I appeal the denial of my request.

(Option for explanation/be detailed here) The documents that were withheld must be disclosed under the FOIA because….

(Option for fee waiver appeal) I appeal the decision to deny my request for a waiver of fees. I believe that I am entitled to a waiver of fees. Disclosure of the documents I requested is in the public interest because the information is likely to contribute significantly to public understanding of the operations or activities of government and is not primarily in any personal commercial interest.

Thank you for your consideration of this appeal.

Sincerely,

Name  
Address  
City, State, Zip Code  
Telephone Number

**Federal Freedom of Information Act Letter Requesting a Fee Waiver**

(Date)

Agency Head (or FOIA Officer)  
Name of Agency  
Address of Agency  
City, State, Zip Code

Re: Freedom of Information Act Request for Fee Waiver

Dear (insert name of Agency Head/FOIA Officer):

Under 5 U.S.C. Section 552, the Freedom of Information Act, I am requesting the following documents: (list documents, dates of documents, and reasonable description of requested information.)(also include the form of how you would like to receive those documents: ie, paper, flash drive, etc.)

Under 5 U.S.C. Section 552(a)(4)(A)(iii), I am requesting a waiver of all fees. The information I seek is in the public interest because it will contribute significantly to public understanding of the operations or activities of the government and is not primarily in my commercial interest. I meet the criteria for a fee waiver recognized by the policy of the U.S. Justice Department.

As a representative of (insert your name or organization, news media group, etc. here), I am gathering information on (subject) that is of current interest to the public.

[SELECT BEST OPTION FOR YOU OR YOUR ORGANIZATION FROM BELOW:]

(OPTION A: Public interest groups) In support of the waiver and release, I request you consider the U.S. Court of Appeals for the District of Columbia has determined that even a nonprofit clearinghouse of information can qualify as a representative of the news media, See *National Security Archive v. U.S. Department of Defense*, 279 U.S. App. D.C. 308 (D.C. 1989).

(OPTION B: if you want to be considered as rep for nontraditional news media): March 27, 1987, the OMB (Office of Management and Budget) produced guidelines to include electronic publications and other nontraditional publishers as representatives of news media. Please see 52 FR 10012

(Media Option continued) These OMB guidelines say that past publication can be used as proof that I represent a media source. Please see attached past publication. (Attach this doc. to the letter.)

My request concerns the operations or activities of government because (Be specific as to why your request concerns government activity. Mere interest in the subject matter does not meet the guidelines.)

I plan to disseminate the information requested to the public at large. That dissemination (you must put details here on exactly how you will help the public with the information, especially if you are a public interest group. Vague assertions will not win you the information.

The release of this information will significantly impact public understanding. It is detailed and informative, which is of great value to the public. The public, though they may know of the broader context, do not have the detailed information that is needed and wanted to understand, and therefore this request will assist the public in understanding tremendously.

For your convenience, I am listing case law to support my appeal/FOIA request. I ask these cases be considered in any deliberations involving my request: [**CHECK YOUR OWN STATE FOR CASE LAW, ETC. THIS IS NOT LEGAL ADVICE, ONLY A GENERAL TEMPLATE/GUIDE FOR FOIA REQUESTS**.]

1. *Landmark Legal Foundation v. Internal Revenue Service*, 1998 U.S. Dist. LEXIS 21722 (D.C.D. 1998)(supporting disclosure because the fact that the information requested will be turned over to a public body, even if that timeframe is short, does not exempt the material from fee-waiver consideration).
2. *Elizabeth Eudey v. Central Intelligence Agency*, 478 F. Supp. 1175 1176 (D.C.D. 1979) ( where it was found that even a single document has the potential for contributing to public understanding).
3. *Project on Military Procurement v. Department of the Navy*, 710 F. Supp. 362 363, 365 (D.C.D. 1989)(agencies cannot reject a fee waiver on the assumption the information sought is covered by a FOIA exemption).
4. *Campbell v. U.S. Department of Justice*, 334 U.S. App. D.C. (1998)(administrative and (even seemingly) repetitious information is not exempt from fee-waiver consideration).

I look forward to your response within the 20 working days, as outlined by the statute.

Thank you in advance,

Your name  
Your address  
(Daytime phone number)  
(E-mail address)

**General State FOIA Request Letter**

(Date)

(Agency head)(or FOIA Officer)  
(Agency Street Address)  
(Address City, State, Zip Code)

 Re: FOIA Request for (list your specific request here)

Dear (Agency Head/FOIA Officer name here):

Please accept this as an official request under the Freedom of Information Act.

Pursuant to the Wisconsin (insert number/code/title of the law here) Law, I request to obtain a copy of (or inspect) the following public records:

(Insert your request, with dates and details – be specific.)

I understand that if I seek a copy of this record, there may be a copying fee. Please inform me of that cost prior to making the copy. I can be reached at (insert here either a phone number or email/recommend email so there is a paper trail of all communications).

According to the statute, this request should be acted upon as soon as possible, but in no event later than the (insert no of days your state allows for them to respond here) business day following receipt of this letter. If you require time beyond the statutorily allowed time, please email me, so we can work out an agreed time frame.

If you choose to deny the request, then you are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial.

Thank you for your assistance with this matter.

Respectfully,

(Your name)  
(City, State, Zip)  
(Emai)

(Phone)

**Detailed SAMPLE/TEMPLATE ONLY - FOIA Request Letter (must fashion legal sections to YOUR state)**

**DMV**

(Date)

(Agency head)(or FOIA Officer)  
(Agency Street Address)  
(Address City, State, Zip Code)

 Re: FOIA Request for (list your specific request here)

Dear (Agency Head/FOIA Officer name here):

Please accept this as an official request under the Freedom of Information Act.

Pursuant to the Georgia (insert your states name here) (insert number/code/title of the law here) Law, I request to obtain a copy of (or inspect) the following public records:

(Insert your request, with dates and details – be specific – **BELOW ARE JUST TEMPLATE SAMPLES AND MOST LIKELY NEED TO BE MODIFIED FOR YOUR STATE**.)

1. All policy involving proof of U.S. citizenship required to be presented before registering to vote;
2. Policy involving voter registration when proof of U.S. citizenship is not presented;
3. If it is required, under state law, to prove U.S. citizenship for voter registration, but not for DMV driver’s license and/or an ID card (insert here the name of your agency and what they call any official ID they produce), please provide all documents you obtain to show proof of citizenship before issuance of any form of ID card to applicant;
4. All names of all databases used to track any and all persons who did not qualify as a U.S. citizen;
5. A copy of the names of databases used to track any and all persons who did not qualify as a U.S. citizen from (insert dates here for your requested timeframe);
6. Policy involving who has access to all of said databases, to include, but not limited to: any and all election officers; all government entities access; (insert here any titles or names of agencies you need);
7. All training materials and procedural manuals, or any document used for informing staff, on how to obtain and secure proof of U.S. citizenship;
8. All databases where records are held showing the proof that was provided to your agency of U.S. citizenship by the individual applying:
9. The actual proof of U.S. citizenship provided to move a noncitizen applicant to U.S. citizen status change;
10. All databases and information obtained therein of proof of U.S. Citizenship before the issuance of a REAL ID.

I understand that if I seek a copy of these records, there may be a copying fee. Please inform me of that cost prior to making the copy. I can be reached at (insert here either a phone number or email/recommend email so there is a paper trail of all communications). I request a waiver of all fees as the information sought if for public interest and will be used as such.

(OPTION: you can insert any case law from your state here to support waiver of fee request and/or FOIA request)

According to the statute, this request should be acted upon as soon as possible, but in no event later than the (insert no of days your state allows for them to response here) business day following receipt of this letter. If you require time beyond the statutorily allowed time, please email me, so we can work out an agreed time frame.

If you choose to deny the request, then you are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial.

Thank you for your assistance with this matter.

Respectfully,

(Your name)  
(City, State, Zip)  
(Email)

(Phone)

**Social Services FOIA Request for Noncitizen documentation – SAMPLE/TEMPLATE ONLY**

(Date)

(Agency head)(or FOIA Officer)  
(Agency Street Address)  
(Address City, State, Zip Code)

 Re: FOIA Request for (list your specific request here)

Dear (Agency Head/FOIA Officer name here):

Please accept this as an official request under the Freedom of Information Act.

Pursuant to the Pennsylvania (insert your states name here)(insert number/code/title of the law here) Law, I request to obtain a copy of (or inspect) the following public records:

(Insert your request, with dates and details – be specific/choose from the list below if needed. Check your States laws before sending any FOIA.)

1. All policy involving proof of U.S. citizenship required to be presented when applying for services and/or benefits;
2. Policies involving applicants for services and/or benefits when proof of U.S. citizenship is not presented;
3. All documents you obtain to show proof of U.S. citizenship before issuing services and/or benefits to applicant;
4. All names of all databases used to track any and all persons who did not qualify as a U.S. citizen;
5. A copy of the names of databases used to track any and all persons who did not qualify as a U.S. citizen from (insert dates here for your requested timeframe);
6. Policy involving who has access to all of said databases, to include, but not limited to: any and all election officers; all government entities access; (insert here any titles or names of agencies you need);
7. All training materials and procedural manuals, or any document used for informing staff, on how to obtain and secure proof of U.S. citizenship;
8. All databases where records are held showing the proof that was provided to your agency of U.S. citizenship by the individual applying:
9. The actual proof of U.S. citizenship provided to move a noncitizen applicant to U.S. citizen status change.

I understand that if I seek a copy of these records, there may be a copying fee. Please inform me of that cost prior to making the copy. I can be reached at (insert here either a phone number or email/recommend email so there is a paper trail of all communications). I request a waiver of all fees as the information sought if for public interest and will be used as such.

(OPTION: you can insert any case law from your state here to support waiver of fee request and/or FOIA request)

According to the statute, this request should be acted upon as soon as possible, but in no event later than the (insert no of days your state allows for them to response here) business day following receipt of this letter. If you require time beyond the statutorily allowed time, please email me, so we can work out an agreed time frame.

If you choose to deny the request, then you are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial.

Thank you for your assistance with this matter.

Respectfully,

(Your name)  
(City, State, Zip)  
(Email)

(Phone)

**Election Officer/Registrar FOIA Request Letter**

(Date)

(Agency head)(or FOIA Officer)  
(Agency Street Address)  
(Address City, State, Zip Code)

 Re: FOIA Request for (list your specific request here)

Dear (Agency Head/FOIA Officer name here):

Please accept this as an official request under the Freedom of Information Act.

Pursuant to the Nevada (insert your state name here) (insert number/code/title of the law here) Law, I request to obtain a copy of (or inspect) the following public records:

(Insert your request, with dates and details – be specific.)

1. All policy involving proof of U.S. citizenship required to be presented before registering to vote;
2. Policy involving voter registration when proof of U.S. citizenship is not presented;
3. All documents your office obtains and records to prove U.S. citizenship for voter registration, before issuing a voter registration card and/or number to the applicant;
4. All names of all databases used to track any and all persons who did not qualify as a U.S. citizen;
5. A copy of the names of databases used to track any and all persons who did not qualify as a U.S. citizen from (insert dates here for your requested timeframe);
6. Policy involving who has access to all of said databases, to include, but not limited to: any and all election officers; all government entities access; (insert here any titles or names of agencies you need);
7. All training materials and procedural manuals, or any document used for informing staff, on how to obtain and secure proof of U.S. citizenship;
8. All databases where records are held showing the proof that was provided to your agency of U.S. citizenship by the individual applying:
9. The actual proof of U.S. citizenship provided to move a noncitizen applicant to U.S. citizen status change.

I understand that if I seek a copy of these records, there may be a copying fee. Please inform me of that cost prior to making the copy. I can be reached at (insert here either a phone number or email/recommend email so there is a paper trail of all communications). I request a waiver of all fees as the information sought if for public interest and will be used as such.

(OPTION: you can insert any case law from your state here to support waiver of fee request and/or FOIA request)

According to the statute, this request should be acted upon as soon as possible, but in no event later than the (insert no of days your state allows for them to response here) business day following receipt of this letter. If you require time beyond the statutorily allowed time, please email me, so we can work out an agreed time frame.

If you choose to deny the request, then you are required to respond in writing and state the statutory exception authorizing the withholding of all or part of the public record and the name and title or position of the person responsible for the denial.

Thank you for your assistance with this matter.

Respectfully,

(Your name)  
(City, State, Zip)  
(Email)

(Phone)

**OPEN RECORDS REQUESTS**

**Some states laws allow Open Records Requests. See SAMPLES/TEMPLATES below**

**NEVADA**

**(Date)**

**(Custodian of Records)**  
**(Agency Name)**  
**(Street Address)**  
**(City, State, Zip Code)**

Dear**(name of custodian of records):**

Under the**Nevada Open Records Act § 239 et seq.,** the **Nevada Open Records Law,** I am requesting an opportunity to inspect or obtain copies of public records.

The records I request are (provide description here with detail to include dates if applicable).

I am requesting a waiver of all fees because this requested information is in the public interest and will assist the public’s understanding of (insert here the answer to this statement). If you deny the waiver of fees request, please inform me by way of email listed below if the cost will exceed $(money here).

I would request a response in writing, within 3 days, which is a reasonable time request, if you intend to deny this request.  Also, if you expect a significant delay in fulfilling this request, please contact me to discuss a reasonable time frame for compliance with this request for copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

**You/Name of Organization**

**Address, email, phone number**

**Georgia**

**(Date)**

**(Custodian of Records)**  
**(Agency Name)**  
**(Street Address)**  
**(City, State, Zip Code)**

Dear**(name of custodian of records):**

Under the**Georgia Open Records Act § 50.18.70 et seq,** the **Georgia Open Records Law,** I am requesting an opportunity to inspect or obtain copies of public records.

The records I request are (provide description here with detail to include dates if applicable).

I am requesting a waiver of all fees because this requested information is in the public interest and will assist the public’s understanding of (insert here the answer to this statement). If you deny the waiver of fees request, please inform me by way of email listed below if the cost will exceed $(money here).

I would request a response in writing, within the 3 days described by law, if you intend to deny this request.  Also, if you expect a significant delay in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

**You/Name of Organization**

**Address, email, phone number**

**WISCONSIN**

**(Date)**

**(Custodian of Records)**  
**(Agency Name)**  
**(Street Address)**  
**(City, State, Zip Code)**

Dear**(name of custodian of records):**

Under **§19.31 et seq.,** the**Wisconsin Open Records Law****,** I am requesting an opportunity to inspect or obtain copies of public records.

The records I request are (provide description here with detail to include dates if applicable).

I am requesting a waiver of all fees because this requested information is in the public interest and will assist the public’s understanding of (insert here the answer to this statement). If you deny the waiver of fees request, please inform me by way of email listed below if the cost will exceed $(money here).

I would request a response in writing, within the 5 days described by law, if you intend to deny this request.  Also, if you expect a significant delay in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

**You/Name of Organization**

**Address, email, phone number**

**KANSAS**

**(Date)**

**(Custodian of Records)**  
**(Agency Name)**  
**(Street Address)**  
**(City, State, Zip Code)**

Dear**(name of custodian of records):**

Under the**Kansas Open Records Act § 45-215 et seq**

I am requesting an opportunity to inspect or obtain copies of public records under the**Kansas Open Records Act § 45-215 et seq**

The records I request are (provide description here with detail to include dates if applicable).

I am requesting a waiver of all fees because this requested information is in the public interest and will assist the public’s understanding of (insert here the answer to this statement). If you deny the waiver of fees request, please inform me by way of email listed below if the cost will exceed $(money here).

I would request a response in writing, within the 3 days described by law, if you intend to deny this request.  Also, if you expect a significant delay in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

**You/Name of Organization**

**Address, email, phone number**