

## How to Request ATF Records

ATF records can be requested through both the Freedom of Information Act (FOIA) and the Privacy Act. Please read this page carefully to ensure you are making the correct request.

### Freedom of Information Act (FOIA) Request

The Freedom of Information Act allows any person to request information about organizations, businesses, investigations, historical events, incidents, groups, or deceased persons.

#### Instructions for submitting a FOIA request:

- Provide a detailed description of the records you are requesting – provide a date or date range for your request, and/or indicate the [System of Records](#) where you believe the records would reside.
- If your request is for information about a deceased individual, you must provide proof of death. Acceptable forms of proof of death include: obituaries, death certificates and other recognized sources that can be documented, i.e. printed media or Social Security Death Index page.
- If you are requesting information on yourself or a third party, complete the [DOJ Form 361 – Certification of Identity](#) and include the form with your request.
- Identify the [Category of Request](#) into which your request falls, and agree to pay the fees associated with that category. You may provide a limit as to how much you are willing to spend on the processing of your request.
- For information on requesting a waiver of fees or an expedited request, refer to the [Department of Justice FOIA Reference Guide](#).
- You may mail, fax or email your request to:

Bureau of Alcohol, Tobacco, Firearms and Explosives  
ATTN: Disclosure Division, Room 1E400  
99 New York Avenue, NE  
Washington, DC 20226  
Fax: (202) 648-9619  
Email: [foiamail@atf.gov](mailto:foiamail@atf.gov)

### Privacy Act Request

The Privacy Act allows U.S. citizens and lawfully admitted aliens to request information on themselves or another living person.

If you are requesting information about yourself, you may submit a request using one of the following options:

**Option 1:** Complete the [DOJ Form 361 – Certification of Identity](#). You may wish to submit an attachment providing additional information that will aid in locating responsive records.

**Option 2:** Following the instructions in [DOJ Form 361 – Certification of Identity](#), submit a letter to ATF, sign your request, and have it notarized or state, “Under penalty of perjury, I hereby declare that I am the person named above and I understand that any falsification of this statement is punishable under the provisions of Title 18, United States Code (U.S.C.), Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years, or both; and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of Title 5, U. S. C., Section 552a(i)(3) as a misdemeanor and by a fine of not more than \$5,000.”

Mail, fax, or e-mail this letter to the following:

Bureau of Alcohol, Tobacco, Firearms and Explosives  
ATTN: Disclosure Division, Room 1E400  
99 New York Avenue, NE  
Washington, DC 20226  
Fax: (202) 648-9619  
Email: [foiamail@atf.gov](mailto:foiamail@atf.gov)

**Additional Resources:**

- [U.S. Department of Justice FOIA website](#)
- [U.S. Department of Justice Privacy and Civil Liberties website](#)
- [Your Right to Federal Records: Questions and Answers on the Freedom of Information Act and Privacy Act](#) (pdf)
- [A Citizen’s Guide on Using the Freedom of Information Act and the Privacy Act of 1974 to Request Government Records](#) (pdf)