

**9/11 VICTIM COMPENSATION FUND (VCF)  
FREEDOM OF INFORMATION ACT (FOIA) REQUEST GUIDELINES**

Individuals requesting copies of anything contained in a VCF claim file must submit the request in writing. The written request must include the following:

1. A completed and signed U.S. Department of Justice Certification of Identity form.

Note: If the individual making the request is **not** the individual who filed the claim with the Fund, the request must still be accompanied by a completed U.S. Department of Justice Certification of Identity form. The form must be completed and signed by the **claimant**, including the "Optional" section authorizing the release of information to another person.

2. Name, address, and phone number of the person making the request.

3. A statement that the documents are being requested under the Freedom of Information Act (FOIA) and Privacy Act (PA). This statement must be included in the request.

4. A list of the specific documents being requested from the file.

5. Original signature.

6. The written request must be notarized - OR - it must include the following text:

*"I declare that I am the person named above and I understand that any falsification of this statement is punishable under the provisions of 18 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 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000."*

Requests should be mailed to:

U.S. Department Of Justice  
Civil Division, FOIA/PA Unit  
C/O James M. Kovakas  
Room 7304  
20 Massachusetts Avenue, NW  
Washington, DC 20530  
Fax: (202) 616-8202

The requestor will be notified of a decision once the Department of Justice FOIA/PA Unit reviews the request.

For additional information, please call the VCF toll-free Helpline at [removed].