

NEW ON-LINE FOIA.GOV

1. Open WWW.FOIA.GOV in your browser



2. Start your request 3. Enter IRS

A screenshot of the "Start your request" page on FOIA.gov. The page has a light blue background. At the top, it says "Select an agency to start your request or to see an agency's contact information:". Below this is a search bar with the placeholder text "Type agency name" and a "Search" button. A red arrow points from the text "Enter IRS" in the previous block to the search bar. Below the search bar, there is a section titled "When choosing an agency" with a paragraph of text: "Remember that some agencies can't yet receive FOIA requests through FOIA.gov. For those agencies, this site will provide you with the information you need to submit a request directly to the agency."

4. Select Start FOIA request

Select an agency to start your request or to see an agency's contact information:

IRS

Search



Department of the Treasury >

Internal Revenue Service – Headquarters Office

Agency mission

The Department's mission is to maintain a strong economy and create economic and job opportunities by promoting the conditions that enable economic growth and stability at home and abroad, strengthen national security by combating threats and protecting the integrity of the financial system, and manage the U.S. Government's finances and resources effectively.

The records or information you're looking for may already be public.

 Visit the agency's [website](#)  to learn more.

To see what's been made available, you can visit an agency's [FOIA library](#).

Start FOIA request

Make your request

Step 1 of 6

Contact information

This information is needed so the agency knows where to send the response to your FOIA request. Please note that not all of these fields are required.

First name

EDWARD

Last name

SMITH

Your organization

TAXES ARE US, LLC

Email address

EDWARD.SMITH@GMAIL.COM

Phone number

770-555-1212

Fax number

770-555-1515

Mailing address 1

Required

Address required. 31 C.F.R 1.5(b)(5). [↗](#)

1800 CENTURY CENTER BLVD

Mailing address 2**City**

Required

ATLANTA

State or province

Required

GA

Zip or postal code

Required

30340

Country

Required

United States



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Your request

The description of the records you are requesting is **important**. The scope of your request can **impact** how quickly an agency can respond to your request. Your description should be as clear and specific as possible and **must** give agency FOIA personnel enough detail so that they are able to **reasonably** determine exactly which records are being requested and where to locate them.

Your request

Required

A brief and clear description of the information you'd like to receive. Please be as specific as possible. It would be helpful to provide the name, taxpayer identification number (e.g., social security number or employer identification number), subject matter, location, and years at issue, of the requested records. If the records pertain to pending litigation, you must indicate the title of the case, the court in which the case was filed, and the nature of the case. 26 C.F.R. § 601.702(c)(4)(H)(5). [↗](#)

I AM REQUESTING MY CAF LISTING.

MY CAF NUMBER IS 0100-5555R.

I AM ATTACHING A COPY OF MY DRIVER'S LICENSE AS
VERIFICATION OF MY IDENTITY.

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ATTACH PROOF OF IDENTITY (SCAN OF DRIVER'S LICENSE)

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Additional information

If you are submitting a request for records on yourself (a “first-party” request), use this tool to upload any required documentation to verify your identity. You can also use this tool to upload any documents that provide context for your request or that could help FOIA personnel process your FOIA request.

Upload additional documentation

Browse...

No file selected.

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Browse to file with your Driver's License (PDF OR JPG)

Fees

Most FOIA requests do not involve any fees. However, if an agency informs you that there are fees associated with your request, you may request a fee waiver under the standard provided in the FOIA. You may request a fee waiver at any time during the processing of your request. The agency will grant a fee waiver when disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations and activities of the government and is not primarily in the commercial interest of the requester. Requests for fee waivers from individuals who are seeking records pertaining to themselves usually do not meet this standard. Additionally, a requester's inability to pay fees is not a legal basis for granting a fee waiver. When making a request for a fee waiver you must explain how your request meets the standard described above.

What type of requester are you?

Required

Please select the category that best fits you. This information helps FOIA personnel determine what fees, if any, may be applicable. 31 C.F.R. § 1.5(b)(2). [↗](#)

All other requester



Fee waiver

No



Fee waiver justification

Leave this blank if you are not requesting a fee waiver. When making a request for a fee waiver you must explain how your request meets the fee waiver standard described above.

The amount of money you're willing to pay in fees, if any

There is no initial fee required to submit a FOIA request, but the FOIA does allow people requesting records to be charged certain types of fees in some instances.

25.00

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Request expedited processing

Agencies generally process requests on a first-in, first-out basis. Most agencies also use separate tracks to process simple and complex requests. Under certain circumstances, your request may qualify for placement into a separate, expedited track where the agency will process it as soon as practicable. The standards for expedited processing are set out in the FOIA and in the regulations of each federal agency. Under the FOIA, a requester may qualify for expedited processing if they can demonstrate a "compelling need" for the records. A "compelling need" can be shown by: (1) establishing that the failure to obtain the records on an expedited basis "could reasonably be expected to pose an imminent threat to the life or physical safety of an individual;" or, (2) if the requester is a "person primarily engaged in disseminating information," by demonstrating that there exists an "urgency to inform the public concerning actual or alleged Federal Government activity." Agencies may also establish additional standards for granting expedited processing, which they describe in their FOIA regulations. Requesters must demonstrate how they meet one of the standards in order to have their request processed on an expedited basis.

Expedited processing



Justification for expedited processing

Leave this blank if you are not requesting expedited processing. When making a request for expedited processing you must explain how your request meets one of the expedition standards described above. A demonstration of a compelling need by a person making a request for expedited processing shall be made by a statement certified by the requester to be true and correct to the best of his or her knowledge and belief. The statement must be in the form prescribed by 28 U.S.C. 1746, "I declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief. Executed on [date]." 31 C.F.R. § 1.5(e)(3). 



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Review and submit

Please review the information you entered above before submitting to an agency. You should hear from the agency within the coming weeks. If you don't hear from the agency, please reach out using the contact information provided to you on this site.

Submit request

Done – Confirming e-Mail will be sent to the requester. 