

# NEW ON-LINE FOIA.GOV

1. Open [WWW.FOIA.GOV](http://www.foia.gov) in your browser



An official website of the United States government [Here's how you know](#)

UNITED STATES DEPARTMENT OF JUSTICE

FOIA.gov

Welcome to the first iteration of the new FOIA.gov. We'll continue to improve upon this site in the future and look forward to your input. Submit feedback to [National.FOIAPortal@usdoj.gov](mailto:National.FOIAPortal@usdoj.gov).

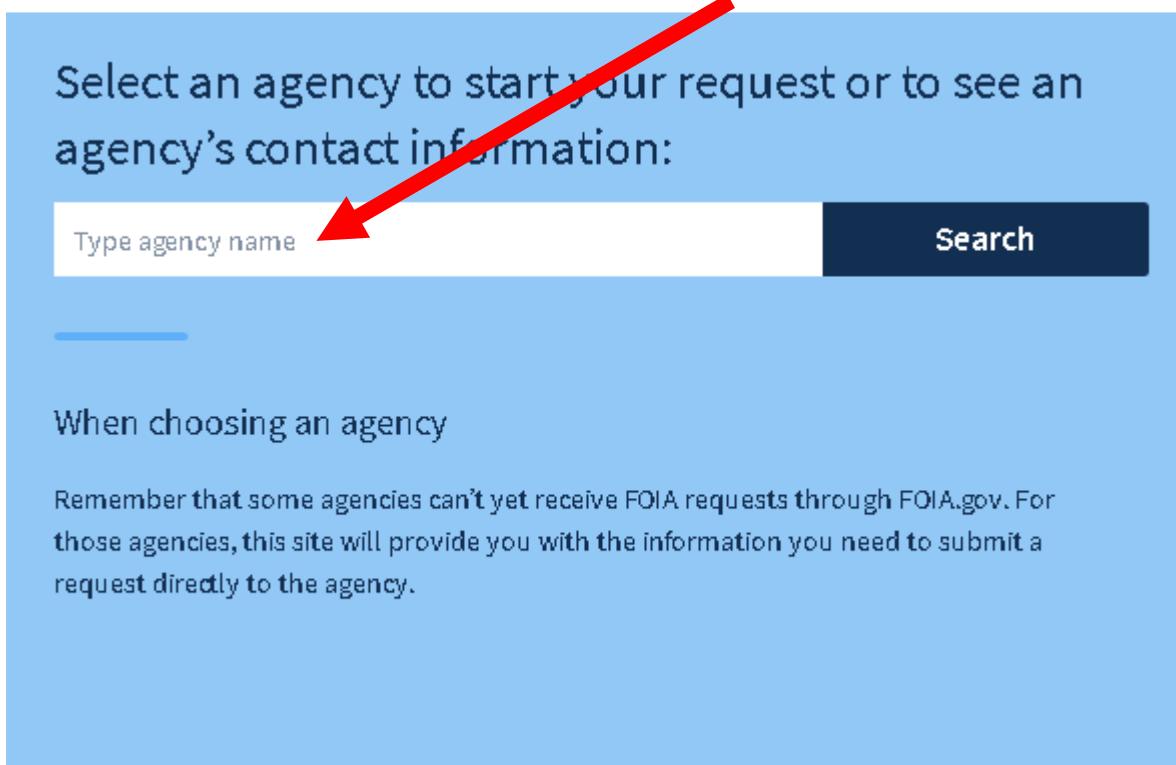
Learn about FOIA ▾ Before you request ▾ Create a request Agency FOIA data ▾ Agency login

The basic function of the Freedom of Information Act is to ensure informed citizens, vital to the functioning of a democratic society.

This site can help you determine if filing a FOIA request is the best option for you and help you create your request when you're ready.

[Tips for making a request](#) [Start your request](#)

2. Start your request 3. Enter IRS



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

Type agency name

When choosing an agency

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

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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



## 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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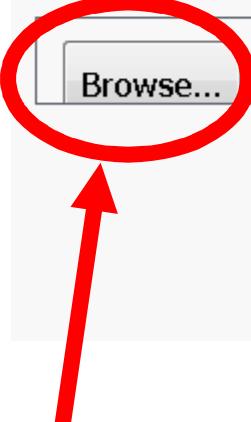
## Additional information

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

No file selected.

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

## Fees

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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

No

### Justification for expedited processing

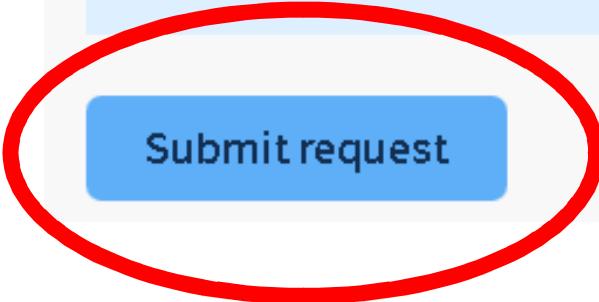
Leave this blank if you are not requesting expedited processing. When making a request for expedited processing you must explain how your request meets one of the expedition standards described above. A demonstration of a compelling need by a person making a request for expedited processing shall be 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. 