

[insert date]

Averill P. Graham, Chief  
Disclosure Division  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
99 New York Avenue, N.W., Suite 1E360  
Washington, D.C. 20226

RE: FOIA request regarding [name of NFA firearm, bearing serial number XXXXXX]

Dear Chief Graham:

This is a request under the Freedom of Information Act. I am requesting information possessed by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), which is likely to be located at the National Firearms Act Branch, and may include information at the office of Chief Counsel, for information under the control of the National Firearms Act Branch of the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). Please send all communications pertaining to this request to me at the return address contained in this letter.

I hereby request all information for [insert name of NFA firearm, bearing serial number XXXXXX]. My request is also for copies of forms (for example, of registration, transfer, manufacture, importation, and so forth), the Weapon History Report, and other information that is releasable to me as the current registrant of this firearm, such as the date of its original registration. I have included a copy of the current registration form for your convenience of reference.

I agree to pay up to \$50 for the foregoing information. If you estimate that the cost will exceed \$50, please provide me with an estimate of the total cost, and I will decide whether to proceed with the request.

If you need additional information, or have further questions about this FOIA request, please contact me.

Thank you.

Sincerely,

***Signed*** — Full Name

[Name]  
[street or mailing address]  
[City, State, ZIP Code]

**[IMPORTANT NOTE: Unless this letter is notarized or, alternatively, a Certification of Identity form is enclosed, ATF will decline to process this FOIA request]**

State of \_\_\_\_\_ [insert name of State]

County of \_\_\_\_\_ [insert name of County]

This instrument was signed before me in \_\_\_\_\_ [insert name of city] on \_\_\_\_\_ [insert Month, Day, and Year] by \_\_\_\_\_ [insert full name of NFA weapon owner].

(Signed by) \_\_\_\_\_ John Smith, Notary Public

My commission expires on \_\_\_\_\_ [insert Month, Day and Year].

Notary  
Seal

[Notary Seal is then impressed upon this letter]