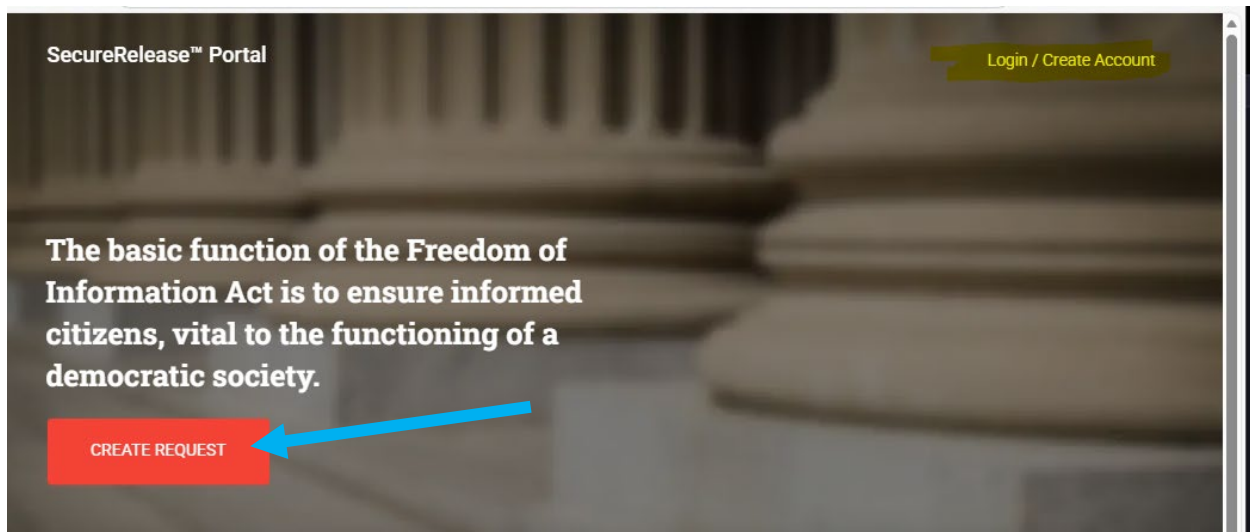


Submitting FOIA/PA Requests

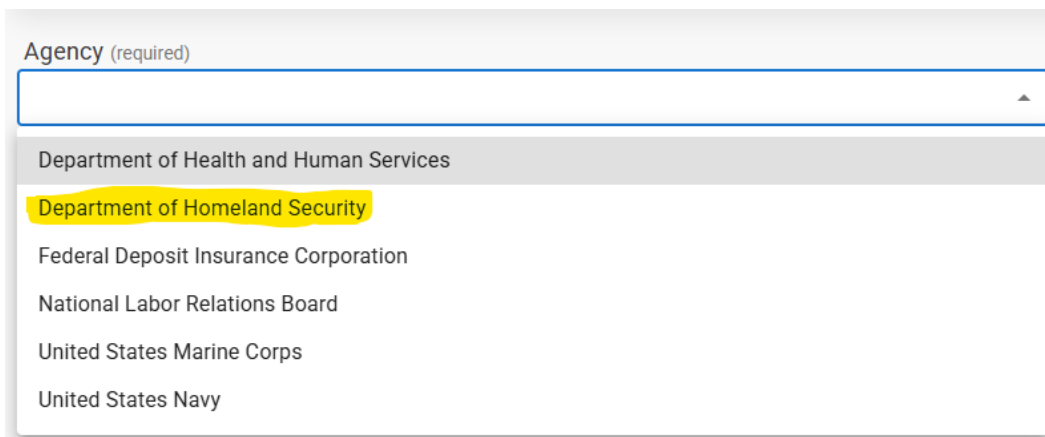
The Department of Homeland Security (DHS) has mandated that ALL FOIA and Privacy Act requests must go through the DHS Portal, where they will then be distributed to the appropriate agency. For the average citizen, this portal may be cumbersome and complicated.

Please follow the steps of this guide to navigate the portal.

1. Create/log in to account to the [SecureRelease Portal](#) webpage. Once logged in, click **Create Request**.



2. Open the **Agency** drop-down menu and select **Department of Homeland Security**.



Agency (required)

Department of Health and Human Services

Department of Homeland Security

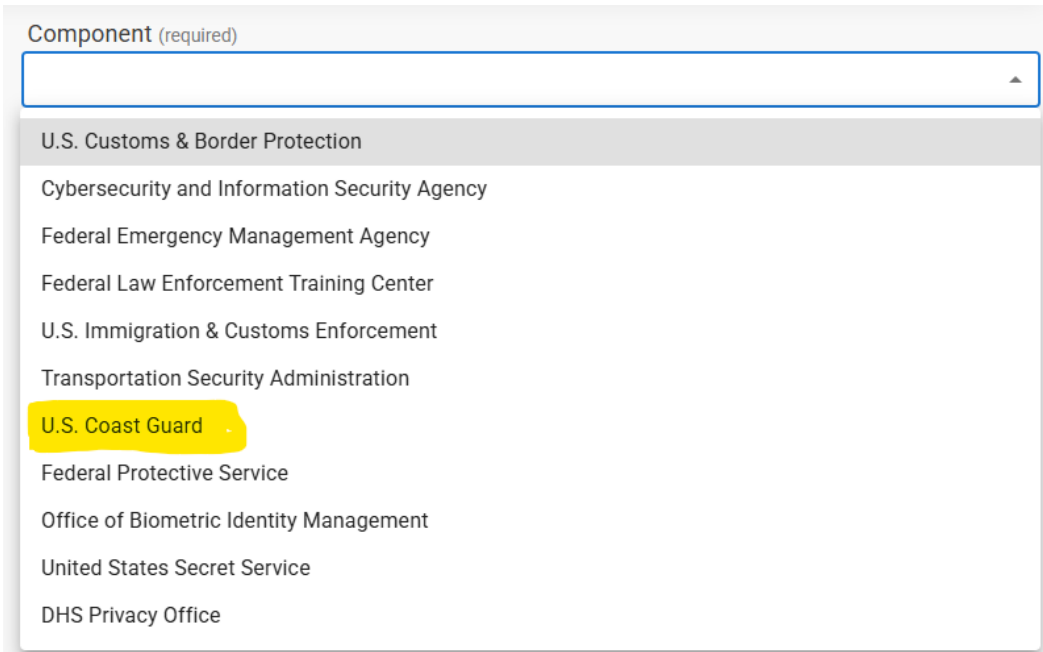
Federal Deposit Insurance Corporation

National Labor Relations Board

United States Marine Corps

United States Navy

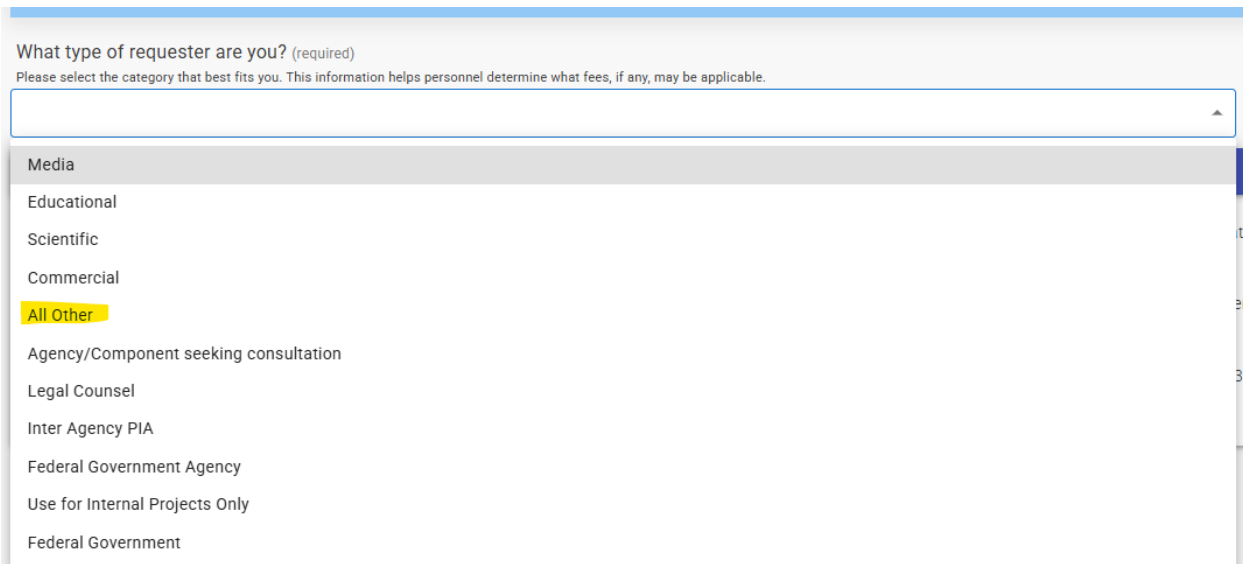
3. Open the **Component** drop-down menu and select **U.S. Coast Guard**.



Component (required)

- U.S. Customs & Border Protection
- Cybersecurity and Information Security Agency
- Federal Emergency Management Agency
- Federal Law Enforcement Training Center
- U.S. Immigration & Customs Enforcement
- Transportation Security Administration
- U.S. Coast Guard**
- Federal Protective Service
- Office of Biometric Identity Management
- United States Secret Service
- DHS Privacy Office

4. After you select the component, a page will open with **Agency/Component** details. Once you've read the information, click **Next** at the bottom of the page.
5. Open the requester type drop-down menu and select **All Other**.



What type of requester are you? (required)
Please select the category that best fits you. This information helps personnel determine what fees, if any, may be applicable.

- Media
- Educational
- Scientific
- Commercial
- All Other**
- Agency/Component seeking consultation
- Legal Counsel
- Inter Agency PIA
- Federal Government Agency
- Use for Internal Projects Only
- Federal Government

- Below the drop-down menu is your contact information. Ensure it is all correct. If it is, you are ready to click **Confirm**.
- The next page is where you will choose the request type. You will select from one of the two options, which are defined below.

- **FOIA:** For records created or maintained by the agency and/or under agency control, except for those records (or portions of those records) that are protected from disclosure by any of nine exemptions or three exclusions. (Visit the [FOIA FAQ webpage](#) for more information.)
- **Privacy Act:** For records where you are the subject of the record or an appropriate designee. This only applies where the subject person for the record is a U.S. citizen or alien lawfully admitted for permanent residence.

NOTE: There is no statutory requirement for the agency to create records that are submitted incorrectly.

- At the bottom of the same page, you will describe what you're requesting. Ensure you are as specific as possible. Once you are finished, click **Next**.
- On this page, you can upload documents. This is where you will provide the following documents, if applicable:
 - If you are seeking records that contain personal information about yourself, provide a perjury statement and signature or notary.
 - If you are seeking records that include personal information of a third party, you may receive greater access by providing a third-party release statement.
 - If the subject of your request is deceased, affirmation of his/her death, such as a copy of a death certificate or an obituary column, is required.
- This page provides explanations of fees that may be associated (most requests do not involve any fees). If you request a fee waiver, fill out the fee waiver justification box and the amount you're willing to pay, then click **Next**.

11. The final page is where you can request expedited processing. If you request this, you will have to fill out the justification for expedited processing. Your request may qualify for expedited processing if you can demonstrate a compelling need for the records. Agencies may also establish additional standards for granting expedited processing. Requesters must demonstrate how they meet one of the standards in order to have their request processed on an expedited basis.

12. Finally, you will submit the request.

NOTE: The National Maritime Center will not have access to your request until it is forwarded to us.