



U.S. Department of Justice

Washington, D.C. 20530

JUN 18 2013

Orly Taitz
29839 Santa Margarita Pkwy., Ste. 100
Rancho Santa Margarita, CA 92688-3616

Dear Mr. Taitz:

This is in response to your request, Certified Mail Number 7012 2920 0000 3028 5418, dated May 29, 2013. Your Freedom of Information Act and/or Privacy Act (FOIA/PA) request was received by this office which serves as the receipt and referral unit for FOIA/PA requests addressed to the Department of Justice (DOJ). Federal agencies are required to respond to a FOIA request within 20 business days. This period does not begin until the request is actually received by the component within the DOJ that maintains the records sought, or ten business days after the request is received in this office, whichever is earlier.

While Privacy Act requests are processed under both the FOIA/PA to assure the fullest possible disclosure, access to records relating to an individual is governed by the Privacy Act. Therefore, the DOJ cannot process your request until Privacy Act requirements are met.

The DOJ must verify the identity of the person who is the subject of the records being requested. This verification is necessary to protect the individual's privacy and is required by Title 28, Code of Federal Regulations, Section 16.41(d)(2). Please send the enclosed Certification of Identity, Form DOJ-361, with a request for records directly to the component(s) you have selected at the address(es) shown on the enclosed List of Department of Justice Components, Functions and Records Maintained. Please note that your signature is required.

Also, we are returning your check for \$37.00 herewith. If there is a processing fee for your request, you will be billed accordingly.

Sincerely,

Randy Wilson, Assistant Director
Logistics Management Services
Facilities and Administrative Services Staff
Justice Management Division

Enclosures
Certification of Identity
List of Department of Justice Components,
Functions and Records Maintained
Incoming Letter



Privacy Act Statement. In accordance with 28 CFR Section 16.41(d) personal data sufficient to identify the individuals submitting requests by mail under the Privacy Act of 1974, 5 U.S.C. Section 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of U.S. Department of Justice systems of records are not wrongfully disclosed by the Department. Requests will not be processed if this information is not furnished. False information on this form may subject the requester to criminal penalties under 18 U.S.C. Section 1001 and/or 5 U.S.C. Section 552a(i)(3).

Public reporting burden for this collection of information is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Suggestions for reducing this burden may be submitted to the Office of Information and Regulatory Affairs, Office of Management and Budget, Public Use Reports Project (1103-0016), Washington, DC 20503.

Full Name of Requester ¹ _____

Citizenship Status ² _____ Social Security Number ³ _____

Current Address _____

Date of Birth _____ Place of Birth _____

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and 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.

Signature ⁴ _____ Date _____

OPTIONAL: Authorization to Release Information to Another Person

This form is also to be completed by a requester who is authorizing information relating to himself or herself to be released to another person.

Further, pursuant to 5 U.S.C. Section 552a(b), I authorize the U.S. Department of Justice to release any and all information relating to me to:

Print or Type Name

¹ Name of individual who is the subject of the record(s) sought.

² Individual submitting a request under the Privacy Act of 1974 must be either "a citizen of the United States or an alien lawfully admitted for permanent residence," pursuant to 5 U.S.C. Section 552a(a)(2). Requests will be processed as Freedom of Information Act requests pursuant to 5 U.S.C. Section 552, rather than Privacy Act requests, for individuals who are not United States citizens or aliens lawfully admitted for permanent residence.

³ Providing your social security number is voluntary. You are asked to provide your social security number only to facilitate the identification of records relating to you. Without your social security number, the Department may be unable to locate any or all records pertaining to you.

⁴ Signature of individual who is the subject of the record sought.

Law Offices of Orly Taitz
29839 Santa Margarita, ste 100
Rancho Santa Margarita, CA 92688
Ph. 949-683-5411 fax 949-766-7687

FOIA/PA Mail Referral Unit
Department of Justice
Room 115
LOC Building
Washington, DC 20530-0001
(301) 583-7354
(301) 341-0772 fax

05.29.2013

REQUEST FOR DOCUMENTS UNDER FREEDOM OF INFORMATION ACT 5 U.S 552

Dear sir/mdm,

Under signed attorney Orly Taitz submitted a Quo Warranto complaint to the Attorney General of the United States Eric Holder which was received by the Attorney General twice on 03.17.2009 and on 03.27.2009. After over four years of waiting for a response, under signed attorney never received any response from the Attorney General Holder.

Attorney Taitz is requesting under Freedom of Information Act FOIA 5 US 552 any and all documents generated in response to her Quo Warranto complaint and any evidence of these documents ever being mailed to her.

This is a matter of national importance, aforementioned Quo Warranto provided information and evidence that Barack Hussein Obama does not poses a valid Social Security number, that the number he is using was never assigned to him and that a number of his identification papers represent fabricated documents. In light of this evidence attorney Taitz is requesting her FOIA request to be processed expeditiously.

Respectfully,

Dr. Orly Taitz ESQ



ATTACHMENT B

Listing and Descriptions of Department of Justice Components, FOIA Requester Service Centers and FOIA Public Liaisons, Descriptions of Information Routinely Made Publicly Available, and Multi-track Processing Information

This attachment lists the subdivisions or "components" of the Department of Justice, with a brief description of their functions. Whenever a component requires special information to respond to a Freedom of Information Act (FOIA) request, this is noted immediately below the listing. If a component employs multi-track processing of FOIA requests, the listing contains a description of its multi-track processing system. Also following each component listing is a general description of the types of information that the component makes publicly available without requiring that a formal FOIA request be made.

Prior to making a FOIA request you are encouraged to review the Department's website as well as each component's website as a great deal of information is made available online. Please note that several components have noted below that they continue to maintain a physical reading room which you can visit to review certain records of that component. Physical reading rooms are being phased out in favor of online posting of each component's records. For a component that still has a physical reading room for older records, if it would be difficult for you to visit the reading room, you should consider contacting the component's FOIA Public Liaison to see if there is another way to receive a document that you seek (contact information for each component's FOIA Public Liaison is listed below).

To make a FOIA request you are encouraged to write directly to the addresses provided below in order to speed up the handling of your request. However, if you are unable to identify the Department component most likely to have the records you seek, you may send your request to the FOIA/PA Mail Referral Unit, Justice Management Division, U.S. Department of Justice, Room 115, LOC Building, Washington, D.C. 20530-0001, which will then forward your request to the components it believes are most likely to have the requested records. (See the Justice Management Division's listing in this attachment for its special FOIA Requester Service Center/FOIA Public Liaison for this request-forwarding function.) In either case, please mark the envelope "Freedom of Information Act Request." A large number of components now accept electronically submitted requests. Where a component accepts electronically submitted requests, this is specifically noted in that component's listing.

The following list of Justice Department components is in alphabetical order:

ANTITRUST DIVISION -- Requests for Antitrust Division records should be sent to the following physical address, e-mail address, or fax number:

Chief, FOIA/Privacy Act Unit
Antitrust Division
Department of Justice
Suite 1000, Liberty Square Building
450 5th Street, N.W.
Washington, D.C. 20530-0001
(202) 514-2692

matters. The Office oversees and provides policy direction to the following Department of Justice components: the Antitrust, Civil, Civil Rights, Environment and Natural Resources, and Tax Divisions, the Office of Justice Programs, as well as providing oversight responsibility for the Office of Community Oriented Policing Services (COPS), the Community Relations Service, the Office of Dispute Resolution, the Office on Violence Against Women, the Office of Information Policy, the Executive Office for United States Trustees, and the Foreign Claims Settlement Commission. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: Policy statements, staff manuals, speeches, Congressional testimony, and an organization chart.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF THE ATTORNEY GENERAL -- Requests for Attorney General records should specify that Attorney General records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
(202) 514-FOIA
Fax: (202) 514-1009
E-mail: DOJ.OIP.Initial.Requests@usdoj.gov

The Attorney General is responsible for the overall supervision and direction of the administration and operation of the Department. The Attorney General represents the United States in legal matters generally and furnishes advice and opinions on legal matters to the President, the Cabinet, heads of the executive departments, and other agencies of the federal government. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison:

Bureau of Alcohol, Tobacco, Firearms, and Explosives
Chief, Firearms, Explosives and Arson Services Division
Department of Justice
99 New York Avenue, N.E.
Washington, D.C. 20226

Reading room location: Suite 1E062, 99 New York Avenue, N.E., Washington, D.C.

Multi-track processing: None.

CIVIL DIVISION -- Requests for Civil Division records should be sent to the following address or fax number:

Freedom of Information/Privacy Act Office
Civil Division
Department of Justice
Room 7304, 20 Massachusetts Avenue, N.W.
Washington, D.C. 20530-0001
(202) 514-2319
Fax: (202) 616-8202

The Civil Division represents the United States, its agencies, and its employees in general civil litigation that is not within the specialized fields of other divisions of the Department. It defends the federal government in suits challenging the constitutionality, lawfulness, or propriety of Presidential initiatives, federal statutes, and government programs and actions. It also initiates litigation to enforce various federal statutes, including the False Claims Act, and the federal consumer protection and immigration laws. It handles tort claims against the government, and the defense of federal civilian and military officials sued personally for official actions. The Division maintains record material relating to cases and matters under its jurisdiction, as well as records relating to the administration of the Division.

Special information required: Requests for records from Civil Division case files should include a case caption or name, civil action number, judicial district, and date or year of filing.

FOIA Requester Service Center: telephone number (202) 514-2319; FOIA Public Liaison: James M. Kovakas, telephone number (202) 514-3319.

Publicly available information: Certain Civil Division legal practice monographs and a limited number of health care settlements.

Multi-track processing: None.

CIVIL RIGHTS DIVISION -- Requests for Civil Rights Division records should be sent to the following address or fax number:

Chief, FOIA/PA Branch

FOIA Requester Service Center: telephone number (202) 305-2935; FOIA Public Liaison: George Henderson, telephone number (202) 305-2964.

Publicly available information: Annual reports, CRS Customer Service Plan, general publications on conflict resolution and related CRS work. Other types of public information are available on CRS's website at www.justice.gov/crs.

Multi-track processing: None.

CRIMINAL DIVISION -- Requests for Criminal Division records should be sent to the following address or fax number:

Chief, FOIA/PA Unit
Criminal Division
Department of Justice
Suite 1127, Keeney Building
Washington, D.C. 20530-0001
(202) 616-0307
Fax: (202) 514-6117

The Criminal Division maintains records of large-scale fraud cases, exchange of prisoners with foreign countries pursuant to treaties, requests for assistance to and from foreign governments in criminal prosecutions, extradition matters, records concerning asset forfeitures, investigations and denaturalization proceedings against individuals who participated in Nazi persecutions or any acts of genocide or government-sponsored torture or murder, records pertaining to the International Criminal Investigative Training Assistance Program, and records relating to the administration of the Criminal Division. The Division also supervises such matters as electronic surveillance (but not when related to national security or defense investigations), granting of immunity from federal prosecution, and the issuance of subpoenas to members of the press or attorneys. In some instances, the Division will maintain records of criminal proceedings, but only when necessary to the exercise of its supervisory role. The Criminal Division maintains case files only where it has assumed direct responsibility for prosecution. The majority of criminal prosecutions are handled by the individual United States Attorneys' Offices, which ordinarily maintain all relevant case files. The Criminal Division does not maintain Criminal History Records (commonly referred to as "rap sheets"). Such records should be requested from the Federal Bureau of Investigation. Instructions for obtaining rap sheets can be found at Department of Justice regulations at 28 C.F.R. §§ 16.30-34 or on the Criminal Division's FOIA website at <http://www.justice.gov/criminal/foia/>.

For a further description of the records maintained by the Criminal Division, go to the Criminal Division's FOIA website at www.justice.gov/criminal.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-0307; FOIA Public Liaison: Kathleen M. Segui, telephone number (202) 616-0307.

Publicly available information: Case highlights, publications and plans, forms, Reports to

DRUG ENFORCEMENT ADMINISTRATION -- Requests for Drug Enforcement Administration records should be sent to the following address or fax number:

Freedom of Information Operations Unit (SARO)
Drug Enforcement Administration
Department of Justice
700 Army Navy Drive
Arlington, VA 22202
(202) 307-7596
Fax: (202) 307-7596

The Drug Enforcement Administration (DEA) enforces the controlled substances laws and regulations of the United States by bringing to the criminal and civil justice system of the United States, or any other competent jurisdiction, those involved in the growth, manufacture, or distribution of controlled substances in or destined for the illicit traffic in the United States. DEA maintains investigative and intelligence files of criminal activities related to illicit drug traffic and drug abuse, rosters and investigations of legitimate drug handlers, distributors and manufacturers, and records of controlled substance security investigations. It also keeps various records pertaining to the administration of DEA.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 307-7596; FOIA Public Liaison: Phyllis Drewery, telephone number (202) 307-7596.

Publicly available information: Certain manuals, pamphlets on drugs and other DEA programs published by DEA's Office of Public Affairs, and asset forfeiture advertisements and auction announcements.

Reading room location: Room W-7216, 700 Army Navy Drive, Arlington, VA.

Multi-track processing: None.

ENVIRONMENT AND NATURAL RESOURCES DIVISION -- Requests for Environment and Natural Resources Division records should be sent to the following address or fax number:

FOIA Coordinator
Law and Policy Section
Environment and Natural Resources Division
Department of Justice
P.O. Box 4390, Ben Franklin Station
Washington, D.C. 20044-4390
(202) 514-1442
Fax: (202) 514-4231, ATTN: FOIA Coordinator

The Environment and Natural Resources Division (ENRD) is responsible for the civil and criminal enforcement of environmental laws, the defense of the government's administration of federal environmental laws, and litigation relating to the use and protection of federally owned

administrative records.

Special information required: For aliens, "A" number. Please do not submit requests on DHS Form G-639.

FOIA Requester Service Center: telephone number (703) 605-1297; FOIA Public Liaison: Crystal Souza, telephone number (703) 605-1297.

Publicly available information: Published decisions by the BIA and OCAHO Policy Statements, Staff Manuals and Instructions to Staff, Index of Frequently Requested FOIA-Processed Records. Other types of public information are available on EOIR's website at www.justice.gov/eoir.

Reading room location: BIA Law Library, Suite 1200, 5201 Leesburg Pike, Falls Church, VA 22041.

Multi-track processing: Three tracks: (1) simple, (2) complex, (3) expedited.

EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS -- Requests for United States Attorney records should be sent to the following address or fax number:

FOIA/Privacy Staff
Executive Office for United States Attorneys
Department of Justice
Room 7300, 600 E Street, N.W.
Washington, D.C. 20530-0001
(202) 616-6757
Fax: (202) 616-6478

The ninety-three United States Attorneys nationwide are responsible for handling litigation affecting the interests of the United States, including the prosecution of criminal cases and the defense of civil cases, and for the conduct of grand jury proceedings. These offices maintain records on their legal cases, criminal investigations, and citizen complaints, as well as records relating to the administration of the office. Legal case files are not indexed or centralized in Washington, D.C., but are located in the office of the United States Attorney who handled the case. Accordingly, requests for United States Attorney records should be sent to the Washington, D.C. address above and should indicate the particular judicial district or city in which the matter was handled. The usual administrative and personnel records are maintained in headquarters offices in Washington, D.C. as well.

Special information required: Date and place of birth and judicial district in which investigation/prosecution or other litigation occurred.

FOIA Requester Service Center: telephone number (202) 616-6757; FOIA Public Liaison: Donna Preston, telephone number (202) 616-6757.

Publicly available information: Annual Statistical Report, U.S. Attorneys' Manual, U.S. Attorneys' Bulletin.

FEDERAL BUREAU OF INVESTIGATION -- Requests for Federal Bureau of Investigation records should be sent to the following physical address or fax number, or can be submitted by using the web form located at the following URL:

Record/Information Dissemination Section
Federal Bureau of Investigation
Department of Justice
170 Marcel Drive
Winchester, VA 22602-4843
(540) 868-4593
Fax: (540) 868-4995
Web form: http://foia.fbi.gov/foia_request.htm

The Federal Bureau of Investigation (FBI) investigates violations of certain federal statutes, collects evidence in legal cases in which the United States is or may be an interested party, and performs other duties specifically imposed by law or presidential directive. The Bureau maintains files of its criminal, legal, and security investigations, a nationwide index of wanted persons, stolen property, criminal histories, and missing persons, fingerprint identification records; personnel records of FBI employees, and records of investigations of applicants for sensitive positions in the United States Government. It also maintains records relating to the administration of the Bureau.

Special information required: None.

FOIA Public Information Officer: David P. Sobonya, telephone number (540) 868-4593, fax number (540) 868-4995;
FOIA Public Liaison: Dennis J. Argall, telephone number (540) 868-4516.

Publicly available information: Employment and recruitment materials, publications giving general history about the FBI's accomplishments, organizational structure, law enforcement services, programs, and history, crime statistics. The FBI's website contains voluminous documents on numerous individuals, organizations, and criminal investigations.

Reading room location: FBI Headquarters Building, 935 Pennsylvania Avenue, N.W., Washington, D.C.

Multi-track processing: Three tracks: (1) 500 pages or less, (2) 501-2500 pages, (3) 2501 pages or more.

FEDERAL BUREAU OF PRISONS -- Requests for Federal Bureau of Prisons records should be sent to the following physical address or e-mail address, or can be submitted by using the web form at the following URL:

Chief, FOIA/PA Section
Office of General Counsel
Federal Bureau of Prisons
Department of Justice
Room 841, HOLC Building

maintains records on its own administrative operations and procedures.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-6975; FOIA Public Liaison: Mauricio Tamargo, telephone number (202) 616-6975.

Publicly available information: Decisions of past claims programs, list of Cuban Claims Program claimants, annual reports.

Reading room location: Suite 6002, 600 E Street, N.W., Washington, D.C.

Multi-track processing: None.

INTERPOL-UNITED STATES NATIONAL CENTRAL BUREAU -- Requests for INTERPOL-United States National Central Bureau records should be sent to the following physical address, fax number, or e-mail address:

FOIA/PA Specialist
INTERPOL-United States National Central Bureau
Department of Justice
Washington, D.C. 20530-0001
(202) 353-0803
Fax: (202) 616-1048
E-mail: Interpol-USNCB.FOIA@usdoj.gov

The INTERPOL-United States National Central Bureau (INTERPOL-USNCB) acts as liaison with the International Criminal Police Organization (INTERPOL) to enable domestic law enforcement agencies to participate in an international exchange of criminal justice information. INTERPOL was created to promote mutual assistance among criminal police authorities in the prevention and suppression of international crime. INTERPOL-USNCB maintains investigative files of criminal activities and noncriminal files concerning matters of humanitarian assistance. It also maintains various administrative files.

Special information required: Complete name, date and place of birth, and any alias ever used (social security number optional).

FOIA Requester Service Center: telephone number (202) 353-0803; FOIA Public Liaison: Allison Tanaka, telephone number (202) 353-0803.

Publicly available information: Internship Information, Executive Order -- Amending Executive Order 12425 and listing of agencies represented at USNCB.

Multi-track processing: Three tracks: simple (no records, referred documents, and routine), complex, and expedited.

control, public health, law enforcement, and intelligence communities of the United States in order to reduce the adverse effects of drug trafficking, drug abuse, and other drug-related criminal activity.

Special information required: None.

FOIA Requester Service Center: telephone number (814) 532-4572; FOIA Public Liaison: Thomas G. Sylvia, telephone number (814) 532-4919.

Publicly available information: Current unclassified publications produced by NDIC, dynamic mapping initiative material, accomplishment reports, information on synthetic drug related early warning and response system.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

NATIONAL SECURITY DIVISION -- Requests for National Security Division records should be sent to the following physical address or e-mail address:

Arnetta James
FOIA Initiatives Coordinator
National Security Division
Department of Justice
950 Pennsylvania Avenue, N.W., Room 6150
Washington, D.C. 20530-0001
(202) 233-0754
E-mail: nsdfoia@usdoj.gov

The National Security Division (NSD) was created by the reauthorization of the USA PATRIOT Act in March 2006, and formally began operations on October 2, 2006. The NSD consolidated the Office of Intelligence Policy and Review (OIPR, now the Office of Intelligence, or OI) and the Counterterrorism and Counterespionage Sections of the Criminal Division. The Division's core mission is to coordinate the Department's efforts to combat terrorism and protect national security. The NSD is responsible for assisting the Attorney General and other senior Department and Executive Branch officials in ensuring that the national security-related activities of the U.S. are consistent with relevant law, overseeing terrorism investigations and prosecutions, handling counterespionage cases and matters, obtaining court authorization for the collection of foreign intelligence under the Foreign Intelligence Surveillance Act (FISA), and conducting oversight of intelligence agency compliance with certain national security legal requirements.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 307-3525; FOIA Public Liaison:

(202) 616-0666
Fax: (202) 616-9570
E-mail: ODR.routing@usdoj.gov

The mission of the Office of Dispute Resolution is to promote and facilitate the broad and effective use of alternative dispute resolution processes by the Department of Justice and throughout the Executive Branch of the federal government. Records maintained include those relating to the administration of the office.

Special information required: Information that would identify the matter in dispute.

FOIA Requester Service Center: telephone number (202) 616-0666; FOIA Public Liaison: Krista A. van der Horst, telephone number (202) 616-0666.

Publicly available information: Policy criteria, statistics, interagency working group materials, speeches, reference materials.

Multi-track processing: None.

OFFICE OF THE FEDERAL DETENTION TRUSTEE -- Requests for Office of the Federal Detention Trustee records should be sent to the following address or fax number, or can be submitted by using the web form at the following URL:

Office of General Counsel
Office of the Federal Detention Trustee
4601 North Fairfax Drive
9th Floor
Arlington, VA 20530
(202) 353-4601
Fax: (202) 353-4611
Web form: <http://www.justice.gov/ofdt/foiarequest.htm>

The Office of the Federal Detention Trustee was established and activated in September 2001 by directive of Congress (Pub. L. 106-553, § 166, 114 Stat. 2762 (2000)) in response to growing concerns regarding federal detention. The Federal Detention Trustee leads the development of Department of Justice detention policy and manages federal detention resources to maximize available detention space and contain costs associated with the detention of criminal defendants and aliens awaiting adjudication and/ or removal from the United States. Working with the U.S. Marshals Service, U.S. Immigration and Customs Enforcement, and the Federal Bureau of Prisons, the Federal Detention Trustee aims to identify emerging detention-related problems and project future detention space needs. While attempting to contain costs and identify future needs, the Federal Detention Trustee seeks to ensure that the Department of Justice provides safe, secure, and humane detention services.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 353-4601; FOIA Public Liaison: Kathy Day, telephone number (202) 353-4601.

OFFICE OF THE INSPECTOR GENERAL -- Requests for Office of the Inspector General records should be sent to the following physical address, fax number, or e-mail address:

FOIA/PA Specialist
Office of the Inspector General
Department of Justice
Suite 4726, 950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530-0001
(202) 616-0646
Fax: (202) 616-9152
E-mail: oigfoia@usdoj.gov

The Office of the Inspector General (OIG) conducts independent investigations, audits, inspections, and special reviews of United States Department of Justice personnel and programs to detect and deter waste, fraud, abuse, and misconduct, and to promote integrity, economy, efficiency, and effectiveness in Department of Justice operations. The OIG maintains records relating to its investigations, audits, inspections, and special reviews, as well as regarding the administration of the OIG.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-0646; FOIA Public Liaison: Deborah M. Waller, telephone number (202) 616-0646.

Publicly available information: Audit reports, inspection reports, semi-annual reports, and certain special reviews are available on OIG's website at www.justice.gov/oig.

Multi-track processing: None.

OFFICE OF INTERGOVERNMENTAL AND PUBLIC LIAISON -- Requests for Office of Intergovernmental and Public Liaison records should specify that Intergovernmental and Public Liaison records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
(202) 514-FOIA
Fax: (202) 514-1009
E-mail: DOJ.OIP.Initial.Requests@usdoj.gov

The Office of Intergovernmental and Public Liaison (OIPL) manages and coordinates the Department of Justice's efforts to inform and engage state and local governments, law enforcement entities, and many other groups and organizations, acting as their liaison with the

Publicly available information: Numerous publications (paper and electronic) regarding law enforcement, crime prevention, and law enforcement-related statistical information.

Multi-track processing: Track one is for simple requests (e.g., no records, referred documents, and routine). The second track is for complex and/or voluminous requests.

OFFICE OF LEGAL COUNSEL -- Requests for Office of Legal Counsel records should be sent to the following address or fax number:

Supervisory Paralegal
Office of Legal Counsel
Department of Justice
Room 5515, 950 Pennsylvania Avenue, N.W.
Washington, D.C. 20530-0001
(202) 514-2038
Fax: (202) 514-0563

The Office of Legal Counsel prepares the formal opinions of the Attorney General and renders informal opinions and advice on questions of law to the various executive agencies and to other components of the Department of Justice. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 514-2038; FOIA Public Liaison: Jennifer Cantilena, telephone number (202) 305-9250.

Publicly available information: Published opinions from 1992 through 2009 are available on the Office of Legal Counsel's website (www.justice.gov/olc), are available in paper form, and are available on LEXIS and Westlaw (from 1977).

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF LEGAL POLICY -- Requests for Office of Legal Policy records should specify that Legal Policy records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice

legislative strategy to carry out the Attorney General's initiatives requiring congressional action. OLA provides or arranges for testimony by Department witnesses at congressional hearings. OLA also responds or coordinates responses for the Department to requests and inquiries from congressional committees and subcommittees and individual Members of Congress and their staffs, including requests from Congress on behalf of constituents. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: policy statements, views letters, organization chart, speeches and testimony.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF THE PARDON ATTORNEY -- Requests for Office of the Pardon Attorney records should be sent to the following physical address, fax number, or e-mail address:

Office of the Pardon Attorney
Department of Justice
Suite 11000
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
(202) 616-6070
Fax: (202) 616-6069
E-mail: PardonAttorneyFOIA@usdoj.gov

The Office of the Pardon Attorney receives and reviews petitions for all forms of executive clemency, including pardon, commutation (reduction) of sentence, remission of fine, and reprieve, initiates the necessary investigations of clemency requests, and prepares the report and recommendation of the Attorney General, or his designee, to the President on clemency requests. The office maintains a clemency case file for each individual who has applied for or been granted clemency, as well as copies of the warrants and proclamations of clemency granted by the President, and records relating to the administration of the office. The office also acts as liaison with the public for correspondence and informational inquiries about the clemency process and maintains correspondence files relating to such inquiries.

Special information required: For clemency files -- the full name of the person who applied for or was granted clemency. For miscellaneous correspondence files -- the full name of the author of the letter and the full name of the person on whose behalf the letter was written (if different). For FOIA administrative files -- the full name of the person who made the FOIA

Track two is for those requests which involve voluminous records, for which lengthy or numerous consultations are required, or those which may involve sensitive records.

OFFICE OF PUBLIC AFFAIRS -- Requests for Office of Public Affairs records should specify that Public Affairs records are being sought and should be sent to the following physical address, fax number or e-mail address:

Carmen L. Mallon
Chief of Staff
Office of Information Policy
Department of Justice
Suite 11050
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
(202) 514-FOIA
Fax: (202) 514-1009
E-mail: DOJ.OIP.Initial.Requests@usdoj.gov

The Office of Public Affairs is responsible for ensuring that the public and press are informed about the Department's activities and about the priorities and policies of the Attorney General and the President with regard to law enforcement and legal affairs. The office keeps copies of press releases, speeches, and testimony. Records maintained include those relating to the administration of the office.

Special information required: None.

FOIA Requester Service Center: telephone number (202) 616-5459; FOIA Public Liaison: Laurie A. Day, telephone number (202) 514-3642.

Publicly available information: Press releases, organization chart, publicly distributed documents.

Multi-track processing: FOIA requests are placed in one of three tracks. Track one is for those requests which seek and receive expedited processing pursuant to subsection (a)(6)(E) of the FOIA. Track two is for those requests which do not involve voluminous records or lengthy consultations with other entities. Track three is for those requests which involve voluminous records, requests for which lengthy or numerous consultations are required, or those requests which may involve sensitive records.

OFFICE OF THE SOLICITOR GENERAL -- Requests for Office of the Solicitor General records should be addressed to:

Kaletus L. McCain
FOIA Officer
Office of the Solicitor General
Department of Justice

Publicly available information: A state-by-state list of grant award recipients, information about domestic violence, sexual assault, and stalking, various publications concerning violence against women, press releases, information on state grant-administering agencies.

Multi-track processing: None.

PROFESSIONAL RESPONSIBILITY ADVISORY OFFICE -- Requests for Professional Responsibility Advisory Office records should be sent to the following address or fax number:

FOIA Officer
Professional Responsibility Advisory Office
Department of Justice
Suite 12000
1425 New York Avenue, N.W.
Washington, D.C. 20530-0001
(202) 514-0458
Fax: (202) 353-7483

The mission of the Professional Responsibility Advisory Office (PRAO) is to ensure prompt, consistent advice to Department attorneys and Assistant United States Attorneys with respect to areas of professional responsibility and choice-of-law issues. PRAO provides definitive advice to government attorneys and the leadership of the Department on issues relating to professional responsibility. It assembles and maintains state rules of professional conduct including, inter alia, all relevant interpretative decisions and bar opinions of the District of Columbia and every state and territory, and other reference materials, and serves as a central repository for briefs and pleadings as cases arise. PRAO provides coordination with the litigating components of the Department to defend attorneys in any disciplinary or other hearing where it is alleged that they failed to meet their ethical obligations. It serves as a liaison with the state and federal bar associations in matters related to the implementation and interpretation of 28 U.S.C. § 530B, the Ethical Standards for Prosecutors Act, and any amendments and revisions to the various state rules of professional conduct. Among other related duties as assigned, PRAO coordinates with other Department components to conduct training for Department attorneys and client agencies in order to provide them with the tools to make informed judgments about the circumstances that require their compliance with the Hyde Amendment and 28 U.S.C. § 530B, the Ethical Standards for Prosecutors Act, or that otherwise implicate professional responsibility concerns.

Note: Complaints concerning the actions of individual Department attorneys and Assistant United States Attorneys are not processed and/or handled by PRAO.

Special information required to make a FOIA request: None.

FOIA Requester Service Center: telephone number (202) 514-0458; FOIA Public Liaison: Michael Kingsley, telephone number (202) 514-0458.

Publicly available information: Mission and function, information on internship opportunities, link to regulations.gov.

maintains files on individuals for whom federal warrants have been issued, records on prisoners in the custody of the United States Marshals, background information and records related to threats to and the protection of government witnesses, U.S. Attorneys and their assistants, federal jurists, and other court officials, records on process served and executed in federal court proceedings, and records on seized and forfeited property and evidence. It also maintains various records pertaining to the administration of the Service, including official personnel files for its employees.

Special information required: For individuals -- judicial district. For prisoner transportation -- date and trip number. For seized property -- judicial district, civil action number, asset identification number, and/or accurate description of the property.

FOIA Requester Service Center: telephone number (202) 307-9054; FOIA Public Liaison: Tracy Rogers, telephone number (202) 307-9054.

Publicly available information: Recruitment and employment literature, fact sheets, information regarding forfeiture program and sales of forfeited property.

Multi-track processing: Three primary tracks: (1) simple requests, (2) complex requests, and (3) expedited requests. Within each of these primary designations, there are additional tracks for: (4) employee/applicants, (5) seized assets, and (6) procurement matters.

UNITED STATES PAROLE COMMISSION -- Requests for United States Parole Commission records should be sent to the following physical address, fax number, or e-mail address:

United States Parole Commission
Department of Justice
Suite 420, 5550 Friendship Boulevard
Chevy Chase, MD 20815
(301) 492-5959
Fax: (301) 492-5563
E-mail: Anissa.Hunter@usdoj.gov

The United States Parole Commission has sole authority to grant, modify, or revoke paroles of federal offenders who committed their offenses prior to November 1, 1987, and is responsible for the supervision of parolees and mandatory releasees. Further, under Section 11231 of the National Capital Revitalization and Self-Government Improvement Act of 1997, the U.S. Parole Commission assumed the jurisdiction of the District of Columbia Board of Parole. The Commission maintains records regarding its hearings and decisions for prisoners and releasees.

Special information required: All requests from inmates must include proof of identity- either by a notary public accompanied by the appropriate seal or by a case manager's signature accompanied by the case manager's stamp for administering an oath or an unsworn declaration under penalty of perjury as found at 28 U.S.C. 1746. All requests from the public must be notarized. Requests from legal representatives must include a prisoner's consent form.