



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII
BOX 63002
KANEHOE BAY, HAWAII 96863-3002

IN REPLY REFER TO:
5720
ADJ

From:
RANK/NAME _____

ADDRESS _____

PHONE # _____ E-MAIL _____

To: Marine Corps Base Hawaii, Base Adjutant

Subj: FREEDOM OF INFORMATION ACT REQUEST

1. Under the Freedom of Information Act (5 U.S.C. § 552), it is requested that I receive a copy of the report/record regarding the following. (Please provide a reasonable description of the particular report(s) requested to include all persons involved, specific subject matter, date of the event, and where the event occurred).

2. I am willing to pay for all applicable fees, if any; those up to a specific amount; or, I may request a waiver or reduction of fees.

3. I certify under the penalty of perjury that my identity is true and correct.

(Signature)

FOIA Report # _____

Received _____