

~~SECRET~~

# FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[Counterintelligence/  
Counterterrorism/Cyber]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [SQUAD SUPERVISOR]  
SA [CASE AGENT]

[OFFICE OF ORIGIN]

Attn: SA [CASE AGENT]  
[SQUAD] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [SQUAD SUPERVISOR]  
[SQUAD] [X]

From: [DRAFTING DIVISION]

[APPROVING OFFICIAL]

Contact: [CASE AGENT, 000-000-0000]

Approved By: [ADIC NAME (if applicable)]

[SAC NAME]

[ASAC NAME]

[CDC NAME]

[SSA NAME]

Drafted By: [LAST, FIRST, MIDDLE NAME: INITIALS]

(U) Case ID #: ~~(S)~~ [CASE FILE NUMBER] (Pending)

(U) Title: ~~(S)~~ [SUBJECT]  
[AKA] [ALIAS IF APPLICABLE]  
[IT/FCI - FOREIGN POWER];  
[OO: OFFICE OF ORIGIN]

Synopsis: (U) (NSLTSI) Approves the issuance of an Electronic Communication Privacy Act (ECPA) National Security Letter (NSL) for telephone subscriber information; provides reporting data; and transmits the NSL to the appropriate division for delivery to the wire communications service provider.

~~(S)~~ (U) ~~Derived From~~ : G-3

~~SECRET~~

~~SECRET~~

(U) To: General Counsel From: [DRAFTING DIVISION]  
Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/201\_

~~Declassify On: [10-25 years based on information in the EC]~~

(U) [Full/Preliminary] Investigation Initiated: [00/00/2008]

(U) Reference: ~~(S)~~ [CASE FILE NUMBER] Serial XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION of OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery service or fax] is an NSL dated [00/00/2008], addressed to [COMPANY POC NAME], [TITLE (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting telephone subscriber information.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created outside of the NSL Subsystem.

(U) ~~(S)~~ A [FULL/PRELIMINARY] [INTERNATIONAL TERRORISM/FOREIGN COUNTERINTELLIGENCE] investigation of subject, a [U.S. PERSON/NON-USPER], was authorized in accordance with Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining the investigation on the subject; barebones facts will not suffice and will cause the request to be rejected for legal insufficiency]. This telephone subscriber information is being requested to [Fully state the relevance of the requested records to the investigation].

(U) ~~(S)~~ Information is being sought on the following telephone number(s)/subscriber(s) [list the telephone number(s) or subscriber(s) about which information is sought].

(U) ~~(S)~~ This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For mandatory reporting purposes, the enclosed NSL seeks subscriber information on [NUMBER OF] telephone number(s) from [telephone company #1]; the [NUMBER OF] telephone number(s) from [telephone company #2], etc.

(U) Arrangements should be made with the wire communications service provider to provide the records [personally to an employee of the DELIVERING DIVISION OR through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The wire communications service provider should neither send the records through routine mail service nor utilize the name of the subject of the request in any telephone calls to the FBI.

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/201\_

#### DISCLOSURE PROVISIONS

[Certification and Activation of the Nondisclosure Requirement: There is no longer an automatic prohibition that prevents the recipient of a National Security Letter from disclosing that the FBI has requested the information. To activate the nondisclosure requirement, the senior FBI official approving this EC must use Option 1 below and include in the EC (but not in the NSL) a brief statement of facts that justify the nondisclosure requirement. Option 2 is to be used in all cases where Option 1 is not used.]

#### [Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 18 U.S.C. § 2709(c) I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

#### [Option 2 - Declining to invoke the nondisclosure requirement]

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

#### [Include the next 2 paragraphs in all ECs]

(U) Information received from a wire communication service provider may be disseminated in accordance with the FBI's Domestic Investigations and Operations Guide (DIOG), and with respect to dissemination to an agency of the United States, only if such information is clearly relevant to the authorized responsibilities of such agency.

(U) Any questions regarding the above can be directed to [CASE AGENT, telephone number (000) 000-0000].

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/201\_

LEAD(s) :

Set Lead 1: (Action)

GENERAL COUNSEL

AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

COUNTERINTELLIGENCE/COUNTERTERRORISM/CYBER

AT WASHINGTON, DC

(U) At [UNIT] read and clear.

Set Lead 3: (Action)

DELIVERING DIVISION - if using personal service

AT CITY, STATE

(U) Deliver the attached NSL as indicated above. Upon receipt of information from the wire communications service provider, [DELIVERING DIVISION] is requested to submit results to the [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

◆◆

~~SECRET~~



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

[DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[MONTH, DAY, YEAR]

[MR./MRS./MS.] [Complete name]  
[TITLE, IF AVAILABLE]  
[NAME OF COMPANY]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

Dear [MR./MRS./MS.] [LAST NAME]:

Under the authority of Executive Order 12333, dated December 4, 1981, and pursuant to Title 18, United States Code (U.S.C.), Section 2709 (Section 201 of the Electronic Communications Privacy Act of 1986) (as amended), you are hereby directed to provide to the Federal Bureau of Investigation (FBI) all subscriber information, limited to name, address, and length of service, for all services provided to or accounts held by the named subscriber and/or the subscriber of the named account.

[provide either or both - 1) person(s) to whom the telephone number(s) is/was registered and/or 2) the telephone number(s)]

[NAME OF PERSON(S)]

[TELEPHONE NUMBER(S) (000) 000-000]:

[RELEVANT TIME PERIOD]: [ON SPECIFIC DATE]

or [FROM [SPECIFIC DATE] to [SPECIFIC DATE] or [PRESENT]]

If the time period noted above is to the "present," that term is intended to direct production of information to the date of the processing of this letter. If providing information to the date of processing is not feasible, please provide information to the date of receipt of this letter.

In accordance with Title 18, U.S.C., Section 2709(b), I certify that the information sought is relevant to an authorized investigation to protect against international terrorism or clandestine intelligence activities, and that such an investigation of a United States person is not conducted solely

ACLU-NSL-303

[MR./MRS./MS] [COMPLETE NAMES]

on the basis of activities protected by the First Amendment to the Constitution of the United States.

[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement) then include the language in the following 3 paragraphs in the NSL.]

In accordance with 18 U.S.C. § 2709(c)(1), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 18 U.S.C. § 2709(c)(1) and (2) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 18 U.S.C. § 2709(c)(3), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 18 U.S.C. § 2709(c)(4), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

[Include the following language in all NSLs.]

In accordance with 18 U.S.C. § 3511(a) and (b)(1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be mailed or faxed to [the XXXX] Division, attention: **CASE AGENT** (phone number: xxxx), with a copy to FBI HQ, attention: General

**[MR./MRS./MS] [COMPLETE NAMES]**

Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING DIVISION] OR through use of a delivery service to [OFFICE OF ORIGIN] OR through secure fax] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN], depending on whether service is personal or through a delivery service]. Due to security considerations, you should neither send the records through routine mail service nor non-secure fax, nor disclose the substance of this letter in any telephone conversation.

Your cooperation in this matter is greatly appreciated.

Sincerely yours,

**[ADIC/SAC NAME]  
[ASSISTANT DIRECTOR IN CHARGE/  
SPECIAL AGENT IN CHARGE]**

[MR./MRS./MS] [COMPLETE NAMES]



(Rev. 01-31-2003)

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**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[Counterterrorism/  
Counterintelligence/Cyber]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [Squad Supervisor]  
SA [Case Agent]

[OFFICE OF ORIGIN]

Attn: SA [Case Agent]  
[Squad] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [Squad Supervisor]  
[Squad] [X]

From: [DRAFTING DIVISION]  
[APPROVING OFFICIAL]  
Contact: [CASE AGENT, (000) 000-0000]

Approved By: [ADIC NAME (IF APPLICABLE)]  
[SAC NAME]  
[ASAC NAME]  
[CDC NAME]  
[SSA NAME]

Drafted By: [LAST, FIRST, MIDDLE NAME: INITIALS]

(U) Case ID #: ~~(S)~~ [CASE FILE NUMBER] (Pending)

(U) Title: ~~(S)~~ [SUBJECT]  
[AKA] [ALIAS IF APPLICABLE]  
[IT/FCI - FOREIGN POWER];  
[OO: OFFICE OF ORIGIN]

Synopsis: (U) (NSLTTR) Approves the issuance of an Electronic Communication Privacy Act (ECPA) National Security Letter (NSL) for toll billing records and subscriber information; provides reporting data; and transmits the NSL to the appropriate division for delivery to the wire communications service provider.

~~(S)~~ (U) ~~Derived From~~ : G-3

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/2008

Declassify On: [10-25 years based on  
information in the EC]

(U) [Full/Preliminary] Investigation Initiated: [00/00/2008]

(U) Reference: ~~(S)~~ [CASE FILE NUMBER Serial XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery service or fax] is an NSL dated [00/00/2008], addressed to [COMPANY POC NAME], [TITLE (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting the name, address, length of service and local and long distance toll billing records for the phone number(s) listed.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created b7E -1

[REDACTED]

(U) ~~(S)~~ A [FULL/PRELIMINARY] [INTERNATIONAL TERRORISM/FOREIGN COUNTERINTELLIGENCE] investigation of subject, a [USPER/NON-USPER], was authorized in accordance with the Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining the investigation on the subject; barebones facts will not suffice and will cause the request to be rejected for legal insufficiency]. These toll billing records and subscriber information are being requested to [Fully state the relevance of the requested records to the investigation].

(U) ~~(S)~~ Information is being sought on the following phone number(s) [list the telephone number(s) about which information is sought].

(U) ~~(S)~~ This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For mandatory reporting purposes, the enclosed NSL seeks local and long distance toll billing records for [NUMBER OF] telephone number(s) from [telephone company #1]; [NUMBER OF] telephone number(s) from [telephone company #2], etc. [In the case of multiple phone numbers to the same telephone company, if you know how many different persons attach to those phone numbers, please state. Provide the USP status of all the persons about whom the requests are seeking information, including the subject of the investigation. In other words, do your best to give as much information as you can, for congressional reporting purposes.]

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~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/2008

(U) Arrangements should be made with the wire communications service provider to provide the records [personally to an employee of the DELIVERING DIVISION OR through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The wire communications service provider should neither send the records through routine mail service nor utilize the name of the subject of the request in any telephone calls to the FBI.

#### DISCLOSURE PROVISIONS

[Certification and Activation of the Nondisclosure Requirement: There is no longer an automatic prohibition that prevents the recipient of a National Security Letter from disclosing that the FBI has requested the information. To activate the nondisclosure requirement, the senior FBI official approving this EC must use Option 1 below and include in the EC (but not in the NSL) a brief statement of facts that justify the nondisclosure requirement. Option 2 is to be used in all cases where Option 1 is not used.]

#### [Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 18 U.S.C. § 2709(c) I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

#### [Option 2 - Declining to invoke the nondisclosure requirement]

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

[Include the next 2 paragraphs in all ECs.]

(U) Information received from a wire communication service provider may be disseminated in accordance with the FBI's

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~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/2008

Domestic Investigations and Operations Guide (DIOG), and with respect to dissemination to an agency of the United States, only if such information is clearly relevant to the authorized responsibilities of such agency.

(U) Any questions regarding the above can be directed to [CASE AGENT, telephone number (000) 000-0000].

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~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/2008

LEAD(s):

Set Lead 1: (Action)

GENERAL COUNSEL

AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

COUNTERTERRORISM/COUNTERINTELLIGENCE/CYBER

AT WASHINGTON, DC

(U) At [Unit] read and clear.

Set Lead 3: (Action)

[DELIVERING DIVISION - if using personal delivery service]

AT [CITY, STATE]

(U) Deliver the attached NSL as indicated above. Upon receipt of information from the wire communications service provider, [DELIVERING DIVISION] is requested to submit results to the [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

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~~SECRET~~



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

[DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[MONTH, DAY, YEAR]

[MR./MRS./MS.] [COMPLETE NAME OF POC]  
[TITLE, IF AVAILABLE]  
[NAME OF COMPANY]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

DEAR [MR./MRS./MS.] [LAST NAME]:

Under the authority of Executive Order 12333, dated December 4, 1981, and pursuant to Title 18, United States Code (U.S.C.), Section 2709 (Section 201 of the Electronic Communications Privacy Act of 1986) (as amended), you are hereby directed to provide to the Federal Bureau of Investigation (FBI) the name, address, length of service, and local and long distance toll billing records associated with the following:

[NAME, IF KNOWN]

[ADDRESS, IF KNOWN]

[TELEPHONE NUMBER(S), IF KNOWN (000) 000-000]:

[RELEVANT TIME PERIOD]: [ON SPECIFIC DATE(S)]

or [FROM [SPECIFIC DATE] to [[SPECIFIC DATE]  
or [PRESENT]]

Please see the attachment following this letter for the types of information that you might consider to be a toll billing record. We are not directing that you should provide, and you should not provide, information pursuant to this letter that would disclose the content of any wire communication. Title 18 United States Code Section 2510(8) defines content as "any information concerning the substance, purport, or meaning of" a communication.

If the time period noted above is to the "present," that term is intended to direct production of information to the date of the processing of this letter. If providing information

ACLU-NSL-312

to the date of processing is not feasible, please provide information to the date of receipt of this letter.

In accordance with Title 18, U.S.C., Section 2709(b), I certify that the information sought is relevant to an authorized investigation to protect against international terrorism or clandestine intelligence activities, and that such an investigation of a United States person is not conducted solely on the basis of activities protected by the First Amendment to the Constitution of the United States.

**[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement) then include the language in the following 3 paragraphs in the NSL.]**

In accordance with 18 U.S.C. § 2709(c)(1), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 18 U.S.C. § 2709(c)(1) and (2) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 18 U.S.C. § 2709(c)(3), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 18 U.S.C. § 2709(c)(4), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

**[Include the following language in all NSLs.]**

In accordance with 18 U.S.C. § 3511(a) and (b)(1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be mailed or faxed to [the XXXX] Division, attention: CASE AGENT (phone number: xxxx), with a copy to FBI HQ, attention: General Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING DIVISION] OR through use of a delivery service to [OFFICE OF ORIGIN] OR through secure facsimile] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN], depending on whether service is personal or through a delivery service]. Due to security considerations, you should neither send the records through routine mail service nor non-secure fax, nor disclose the substance of this letter in any telephone conversation.

Your cooperation in this matter is greatly appreciated.

Sincerely yours,

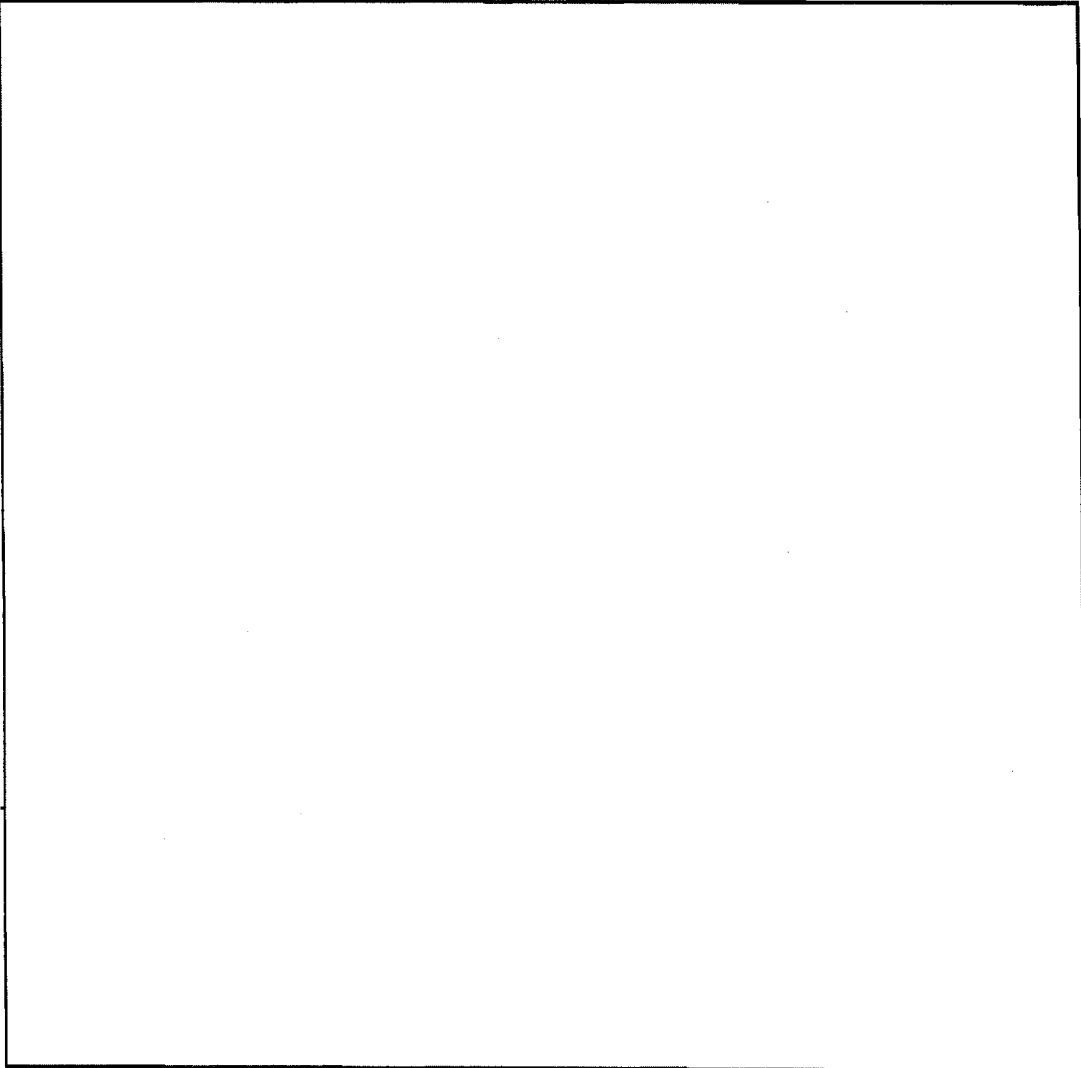
[ADIC/SAC NAME]  
[ASSISTANT DIRECTOR IN CHARGE/  
SPECIAL AGENT IN CHARGE]



ATTACHMENT

In preparing your response to this National Security Letter, you should determine whether your company maintains the following types of information which may be considered by you to be toll billing records in accordance with Title 18, United States Code, Section 2709:

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We are not directing that you should provide, and you should not provide, information pursuant to this letter that would disclose the content of any wire communication meaning "any information concerning the substance, purport, or meaning of" a communication as defined in Title 18 United States Code Section 2510(8). If the records provided are particularly large we request that you provide this information in electronic format, preferably on a CD-ROM.

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**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[Counterintelligence/  
Counterterrorism/Cyber]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [SQUAD SUPERVISOR]  
SA [CASE AGENT]

[OFFICE OF ORIGIN]

Attn: SA [CASE AGENT]  
[SQUAD] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [SQUAD SUPERVISOR]  
[SQUAD] [X]

From: [DRAFTING DIVISION]  
[APPROVING OFFICIAL]  
Contact: [CASE AGENT, 000-000-0000]

Approved By: [ADIC NAME (IF APPLICABLE)]  
[SAC NAME]  
[ASAC NAME]  
[CDC NAME]  
[SSA NAME]

Drafted By: [LAST, FIRST, MIDDLE NAME: INITIALS]

(U) Case ID #: ~~(S)~~ [CASE FILE NUMBER] (Pending)

(U) Title: ~~(S)~~ [SUBJECT]  
[AKA] [ALIAS (IF APPLICABLE)]  
[IT/FCI - FOREIGN POWER]  
OO: [OFFICE OF ORIGIN]

Synopsis: (U) (NSLESI) Approves the issuance of an Electronic Communication Privacy Act (ECPA) National Security Letter (NSL) for email subscriber information; provides reporting data; and transmits the NSL to the appropriate division for delivery to the electronic communications service provider.

~~(S)~~ (U) ~~Derived From: G-3~~

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/2008

~~Declassify On: [10-25 years based on  
information in the EC]~~

(U) [Full/Preliminary] Investigation Initiated: [00/00/2008]

(U) Reference: ~~(S)~~ [CASE FILE NUMBER Serial XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through a restricted delivery service or fax] is an NSL dated [00/00/2006], addressed to [COMPANY POC NAME], [TITLE (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting the name, address, and length of service for the e-mail address holder(s) listed.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created b7E -1

[REDACTED]

(U) ~~(S)~~ A [FULL/PRELIMINARY] [INTERNATIONAL/FOREIGN COUNTERINTELLIGENCE] investigation of the subject, a [USPER/NON-USPER], was authorized in accordance with the Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining an investigation of the subject; barebones facts will not suffice and will cause the request to be rejected for lack of legal sufficiency]. This electronic subscriber information is being requested to [Fully state the relevance of the requested records to the investigation].

(U) ~~(S)~~ Information is being sought on the following e-mail/IP address(es) [list the e-mail/IP address(es) or address holder(s) about which information is sought].

(U) This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For mandatory reporting purposes, the enclosed NSL seeks subscriber information on [NUMBER OF] [e-mail/IP address(es)] from [ISP #1]; [NUMBER OF] [e-mail/IP address(es)] from [ISP #2], etc.

(U) Arrangements should be made with the electronic communication service provider to provide the records [personally to an employee of the DELIVERING division OR through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The electronic communication service provider should neither send the

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/2008

records through routine mail service nor utilize the name of the subject of the request in any telephone calls to the FBI.

#### DISCLOSURE PROVISIONS

[Certification and Activation of the Nondisclosure Requirement: There is no longer an automatic prohibition that prevents the recipient of a National Security Letter from disclosing that the FBI has requested the information. To activate the nondisclosure requirement, the senior FBI official approving this EC must use Option 1 below and include in the EC (but not in the NSL) a brief statement of facts that justify the nondisclosure requirement. Option 2 is to be used in all cases where Option 1 is not used.]

#### [Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 18 U.S.C. § 2709(c) I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

#### [Option 2 - Declining to invoke the nondisclosure requirement]

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

#### [Include the next 2 paragraphs in all ECs]

(U) Information received from an electronic communications service provider may be disseminated in accordance with the FBI's Domestic Investigations and Operations Guide (DIOG), and with respect to dissemination to an agency of the United States, only if such information is clearly relevant to the authorized responsibilities of such agency.

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To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/2008

(U) Any questions regarding the above can be directed  
to [CASE AGENT, telephone number (000) 000-0000].

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER], 00/00/2008

LEAD(s) :

Set Lead 1: (Action)

GENERAL COUNSEL

AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

[COUNTERINTELLIGENCE/COUNTERTERRORISM/CYBER]

AT WASHINGTON, DC

(U) At [UNIT] read and clear.

Set Lead 3: (Action)

[DELIVERING DIVISION - if using personal service]

AT [CITY, STATE]

(U) Deliver the enclosed NSL as indicated above. Upon receipt of the information requested, [DELIVERING DIVISION] is requested to submit results to [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

♦♦

~~SECRET~~



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

[DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[MONTH, DAY, YEAR]

[MR./MRS./MS.] [Complete name]  
[TITLE, IF AVAILABLE]  
[NAME OF COMPANY]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

Dear [MR./MRS./MS.] [LAST NAME]:

Under the authority of Executive Order 12333, dated December 4, 1981, and pursuant to Title 18, United States Code (U.S.C.), Section 2709 (Section 201 of the Electronic Communications Privacy Act of 1986) (as amended), you are hereby directed to provide to the Federal Bureau of Investigation (FBI) all subscriber information, limited to name, address, and length of service, for all services provided to or accounts held by the named subscriber and/or the subscriber of the named account.

[provide either or both - 1) person(s) to whom the email/IP address(es) is/was registered and/or 2) the email/IP address(es)

[NAME OF PERSON(S)]

[E-mail/IP ADDRESS(ES)]

[RELEVANT TIME PERIOD]: [ON A SPECIFIC DATE]

OR

[FOR THE PERIOD FROM [SPECIFIC DATE] TO [SPECIFIC DATE]  
or [PRESENT]]

If the time period noted above is to the "present," that term is intended to direct production of information to the date of the processing of this letter. If providing information to the date of processing is not feasible, please provide information to the date of receipt of this letter.

In accordance with Title 18, U.S.C., Section 2709(b), I certify that the information sought is relevant to an authorized investigation to protect against international terrorism or

[MR./MRS./MS] [COMPLETE NAME]

clandestine intelligence activities, and that such an investigation of a United States person is not conducted solely on the basis of activities protected by the First Amendment to the Constitution of the United States.

[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement) then include the language in the following 3 paragraphs in the NSL.]

In accordance with 18 U.S.C. § 2709(c)(1), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 18 U.S.C. § 2709(c)(1) and (2) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 18 U.S.C. § 2709(c)(3), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 18 U.S.C. § 2709(c)(4), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

[Include the following language in all NSLs.]

In accordance with 18 U.S.C. § 3511(a) and (b)(1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be



[MR./MRS./MS] [COMPLETE NAME]

mailed or faxed to [the XXXX] Division, attention: CASE AGENT (phone number: xxxx), with a copy to FBI HQ, attention: General Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING DIVISION] OR through use of a delivery service to [OFFICE OF ORIGIN] OR through secure fax] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN],\_depending on whether service is personal or through a delivery service]. Due to security considerations, you should neither send the records through routine mail service nor non-secure fax, nor disclose the substance of this letter in any telephone conversation.

Your cooperation in this matter is greatly appreciated.

Sincerely yours,

[ADIC/SAC NAME]  
[ASSISTANT DIRECTOR IN CHARGE/  
SPECIAL AGENT IN CHARGE]

**[MR./MRS./MS] [COMPLETE NAME]**

~~SECRET~~

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[Counterintelligence/  
Counterterrorism/Cyber]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [SQUAD SUPERVISOR]  
SA [CASE AGENT]

[OFFICE OF ORIGIN]

Attn: SA [CASE AGENT]  
[SQUAD] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [SQUAD SUPERVISOR]  
[SQUAD] [X]

From: [DRAFTING DIVISION]  
[APPROVING OFFICIAL]  
Contact: [CASE AGENT, 000-000-0000].

Approved By: [ADIC NAME (IF APPLICABLE)]  
[SAC NAME]  
[ASAC NAME]  
[CDC NAME]  
[SSA NAME]

Drafted By: [LAST, FIRST, MIDDLE: INITIALS]

Case ID #: (U) [CASE FILE NUMBER] (Pending)

{U} Title: ~~(S)~~ [SUBJECT]  
[AKA] [ALIAS] (IF APPLICABLE)  
[FCI/IT - FOREIGN POWER]  
[OO: OFFICE OF ORIGIN]

Synopsis: (U) (NSLETR) Approves the issuance of an Electronic Communication Privacy Act (ECPA) National Security Letter (NSL) for electronic communications transactional records and subscriber information; provides reporting data; and transmits the NSL to the appropriate division for delivery to the electronic communications service provider.

~~(S)~~ {U} ~~Derived From~~ : G-3

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
Re: (U) [CASE FILE NUMBER], 00/00/201\_

Declassify On: ~~[10-25 years based on  
information in the EC]~~

(U) [Full/Preliminary] Investigation Initiated: [00/00/2008]

Reference: (U) [CASE FILE NUMBER Serial XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery service or fax] is an NSL dated [00/00/2007], addressed to [COMPANY POC NAME], [TITLE, (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting the names, addresses, lengths of service, and electronic transactional records for the [e-mail/IP] address holder(s) listed.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created

b7E -1

(U) ~~(S)~~ A [FULL/PRELIMINARY] [FOREIGN COUNTERINTELLIGENCE/ INTERNATIONAL TERRORISM] investigation of subject, a [U.S. PERSON/NON-U.S. PERSON], was authorized in accordance with the Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining the investigation on the subject. Barebones facts will not suffice and will cause the request to be rejected for legal insufficiency]. These electronic communications transactional records are being requested to [Fully state the relevance of the requested records to the investigation].

(U) ~~(S)~~ Information is being sought on the following e-mail/IP address(es) [list the e-mail/IP address(es) or address holder(s) about which information is sought].

(U) ~~(S)~~ This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For mandatory reporting purposes, the enclosed NSL seeks electronic communication transactional records and subscriber information on [NUMBER OF] [e-mail/IP address(es)] from [ISP #1]; [NUMBER OF] [e-mail/IP address(es)] from [ISP #2], etc. [In the case of multiple addresses to the same ISP, if you know how many different persons attach to those addresses, please state. Provide the USP status of all the persons about whom the requests are seeking information, including the subject of the investigation. In other words, do your best to give as much information as you can, for congressional reporting purposes.]

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
Re: (U) [CASE FILE NUMBER], 00/00/201\_

(U) Arrangements should be made with the electronic communications service provider to provide the records [personally to an employee of the DELIVERING division OR through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The electronic communications service provider should neither send the records through routine mail service nor utilize the name of the subject of the request in any telephone calls to the FBI.

[Certification and Activation of the Nondisclosure Requirement: There is no longer an automatic prohibition that prevents the recipient of a National Security Letter from disclosing that the FBI has requested the information. To activate the nondisclosure requirement, the senior FBI official approving this EC must use Option 1 below and include in the EC (but not in the NSL) a brief statement of facts that justify the nondisclosure requirement. Option 2 is to be used in all cases where Option 1 is not used.]

#### DISCLOSURE PROVISIONS

##### [Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 18 U.S.C. § 2709(c) I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

##### [Option 2 - Declining to invoke the nondisclosure requirement]

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

~~SECRET~~

~~SECRET~~

To: . General Counsel From: [DRAFTING DIVISION]  
Re: (U) [CASE FILE NUMBER], 00/00/201\_

[Include the next 2 paragraphs in all ECs.]

(U) Information received from an electronic communications service provider may be disseminated in accordance with the FBI's Domestic Investigations and Operations Guide (DIOG), and with respect to dissemination to an agency of the United States, only if such information is clearly relevant to the authorized responsibilities of such agency.

(U) Any questions regarding the above can be directed to [CASE AGENT, telephone number (000) 000-0000].

~~SECRET~~

~~SECRET~~

To: General Counsel From: [DRAFTING DIVISION]  
Re: (U) [CASE FILE NUMBER], 00/00/201\_

LEAD(s) :

Set Lead 1: (Action)

GENERAL COUNSEL

AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

[COUNTERINTELLIGENCE/COUNTERTERRORISM/CYBER]

AT WASHINGTON, DC

(U) At [UNIT] Read and Clear.

Set Lead 3: (Action)

[DELIVERING DIVISION - if using personal service]

[AT CITY, STATE]

(U) Deliver the attached NSL as indicated above. Upon receipt of information from the electronic communications service provider, [DELIVERING DIVISION] is requested to submit results to [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

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~~SECRET~~



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

[DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[MONTH, DAY, YEAR]

[MR./MRS./MS.] [COMPLETE NAME OF POC]  
[TITLE, IF AVAILABLE]  
[NAME OF COMPANY]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

DEAR [MR./MRS./MS.] [LAST NAME]:

Under the authority of Executive Order 12333, dated December 4, 1981, and pursuant to Title 18, United States Code (U.S.C.), Section 2709 (section 201 of the Electronic Communications Privacy Act, as amended), you are hereby directed to provide the Federal Bureau of Investigation (FBI) the names, addresses, and length of service and electronic communications transactional records, to include existing transaction/activity logs and all electronic mail (e-mail) header information, for the below-listed [e-mail/IP] address holder(s):

[E-mail/IP ADDRESS or ADDRESSES]

[ON A SPECIFIC DATE]

or

[FOR THE PERIOD FROM [SPECIFIC DATE] TO [SPECIFIC DATE]  
[PRESENT]]

or

Please see the attachment following this letter for the types of information that you might consider to be a electronic communications transactional record. We are not directing that you should provide, and you should not provide, information pursuant to this letter that would disclose the content of any electronic communication. Title 18 United States Code Section 2510(8) defines content as "any information concerning the substance, purport, or meaning of" a communication. Subject lines of e-mails and message content are content information and should not be provided pursuant to this letter.

If the time period noted above is to the "present," that term is intended to direct production of information to the date of the processing of this letter. If providing information

ACLU-NSL-330



to the date of processing is not feasible, please provide information to the date of receipt of this letter.

While fulfilling your obligations under this letter, please do not disable, suspend, lock, cancel or interrupt service to the above-described subscriber(s) or accounts. A service interruption or degradation may alert the subscriber(s)/account users(s) that investigative action is being taken. If you are not able to fulfill your obligations under this letter without alerting the subscriber/account user, please contact the FBI prior to proceeding.

In accordance with Title 18, U.S.C., Section 2709(b), I certify that the information sought is relevant to an authorized investigation to protect against international terrorism or clandestine intelligence activities, and that such an investigation of a United States person is not conducted solely on the basis of activities protected by the First Amendment to the Constitution of the United States.

**[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement), then include the language in the following 3 paragraphs in the NSL.]**

In accordance with 18 U.S.C. § 2709(c)(1), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 18 U.S.C. § 2709(c)(1) and (2) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 18 U.S.C. § 2709(c)(3), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 18 U.S.C. § 2709(c)(4), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

[Include the following language in all NSLs.]

In accordance with 18 U.S.C. § 3511(a) and (b)(1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be mailed or faxed to [the XXXX] Division, attention: **CASE AGENT (phone number: xxxx)**, with a copy to FBI HQ, attention: General Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING DIVISION] OR through use of a delivery service to [OFFICE OF ORIGIN] OR through secure fax] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN], depending on whether service is personal or through a delivery service]. Due to security considerations, you should neither send the records through routine mail service nor non-secure fax, nor disclose the substance of this letter in any telephone conversation.

Your cooperation in this matter is greatly appreciated.

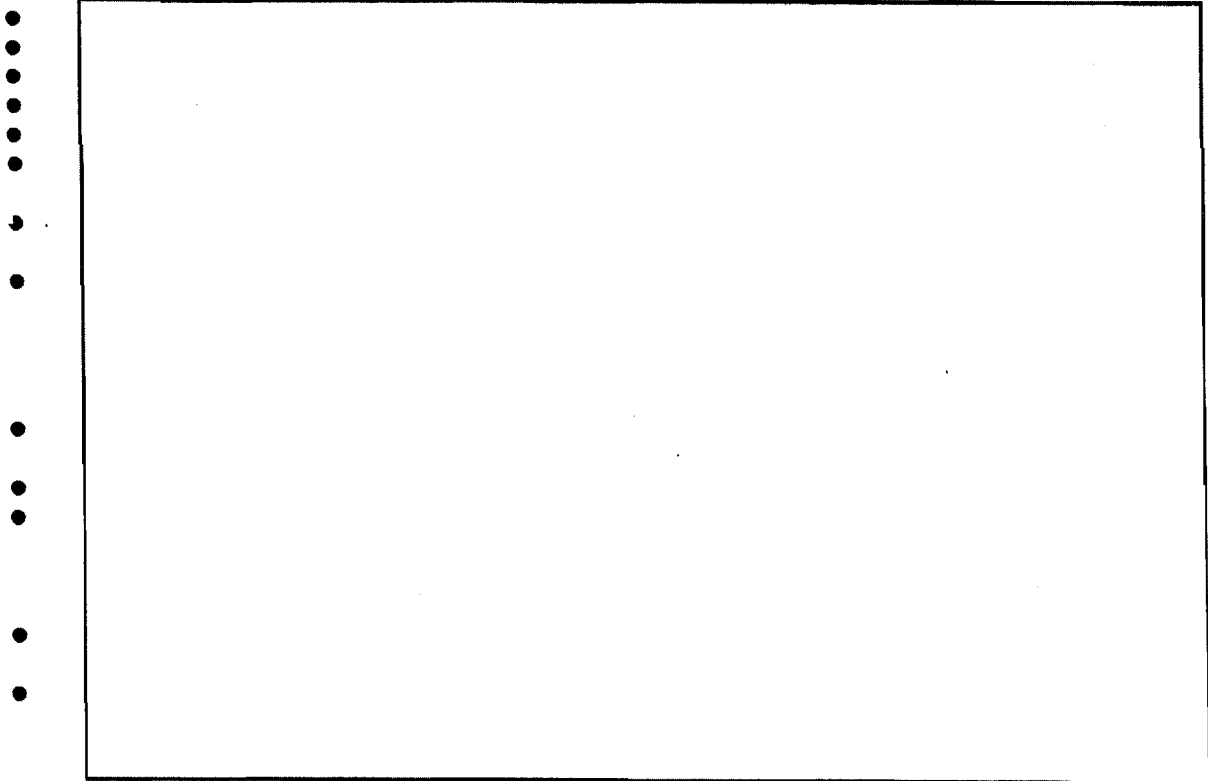
Sincerely,

[ADIC/SAC NAME]

[ASSISTANT DIRECTOR IN CHARGE/  
SPECIAL AGENT IN CHARGE]

ATTACHMENT

In preparing your response to this National Security Letter, you should determine whether your company maintains the following types of information which may be considered by you to be an electronic communications transactional record in accordance with Title 18 United States Code Section 2709.



b7E -1

We are not directing that you should provide, and you should not provide, information pursuant to this letter that would disclose the content of any electronic communication. Title 18 United States Code Section 2510(8) defines content as "any information concerning the substance, purport, or meaning of" a communication. **Subject lines of e-mails are content information and should not be provided pursuant to this letter.** If the records provided are particularly large we request that you provide this information in electronic format, preferably on a CD-ROM.

~~SECRET~~

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[COUNTERTERRORISM/  
COUNTERINTELLIGENCE/CYBER]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [SQUAD SUPERVISOR]  
SA [CASE AGENT]

[OFFICE OF ORIGIN]

Attn: SA [CASE AGENT].  
[SQUAD] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [SQUAD SUPERVISOR]  
[SQUAD] [X]

From: [DRAFTING DIVISION]

[APPROVING OFFICIAL]

Contact: [CASE AGENT, telephone number (000) 000-0000]

Approved By: [ADIC NAME, IF APPLICABLE]  
[SAC NAME]  
[ASAC NAME]  
[CDC NAME]  
[SSA NAME]

Drafted By: [LAST, FIRST MIDDLE: INITIALS]

(U) Case ID #: ~~(S)~~ [CASE FILE NUMBER] (Pending)

(U) Title: ~~(S)~~ [SUBJECT]  
[AKA] [ALIAS, IF APPLICABLE]  
[IT/FCI - FOREIGN POWER]  
[OO: OFFICE OF ORIGIN]

Synopsis: (U) (NSLFR) Approves the issuance of a Right to Financial Privacy Act (RFP) National Security Letter (NSL) for financial records; provides reporting data; and transmits the NSL to the appropriate division for delivery to the financial institution.

~~(S)~~ Derived From : G-3  
(U) Declassify On: ~~[10-25 years based on information in the EC]~~

~~SECRET~~

~~SECRET~~

(U) To: [CTD/CD] From: [DRAFTING DIVISION]  
Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

(U) ~~[FULL/PRELIMINARY]~~ Investigation Instituted: ~~(S)~~ 00/00/2008

(U) Reference: ~~(S)~~ [CASE FILE NUMBER SERIAL XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery service] is an NSL dated [00/00/2008], addressed to [COMPANY POC NAME], [TITLE (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting financial records of the customer listed.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created

b7E -1

(U) ~~(S)~~ A [FULL/PRELIMINARY] [FOREIGN COUNTERINTELLIGENCE/ INTERNATIONAL TERRORISM] investigation of subject, a [U.S. PERSON/NON-U.S. PERSON], was authorized in accordance with the Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining the investigation on the subject; barebones facts will not suffice and will cause the request to be rejected for legal insufficiency]. These financial records are being requested to [Fully state the relevance of the requested records to the investigation].

(U) ~~(S)~~ This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For mandatory reporting purposes, the enclosed NSL seeks financial records for [NUMBER OF] [individual(s)/account(s)] from [financial institution #1]; [NUMBER OF] [individual(s)/accounts] from [financial institution #2], etc. [In the case of multiple accounts to the same financial institution, if you know how many different persons attach to those accounts, please state. Provide the USP status of all the persons about whom the requests are seeking information, including the subject of the investigation. In other words, do your best to give as much information as you can, for congressional reporting purposes.]

(U) Arrangements should be made with the financial institution to provide the records [personally to an employee of the DELIVERING DIVISION OR through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The financial institution should neither send the records through routine mail service nor utilize the name of the subject of the request in any telephone calls to the FBI.

#### DISCLOSURE PROVISIONS

~~SECRET~~

~~SECRET~~

To: [CTD/CD] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

[Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 12 U.S.C. § 3414(a)(5)(D), I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

[Option 2 - Declining to invoke the nondisclosure requirement]

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

[Include the next 2 paragraphs in all ECs.]

(U) Information received from a financial institution may be disseminated in accordance with the FBI's Domestic Investigations and Operations Guide (DIOG); and with respect to dissemination to an agency of the United States, only if such information is clearly relevant to the authorized responsibilities of such agency.

(U) Any questions regarding the above can be directed to [CASE AGENT, telephone number (000) 000-0000].

~~SECRET~~

~~SECRET~~

To: [CTD/CD] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

LEAD(s) :

Set Lead 1: (Action)

GENERAL COUNSEL

AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

[COUNTERTERRORISM/COUNTERINTELLIGENCE/CYBER]

AT WASHINGTON, DC

(U) At [Unit] Read and Clear

Set Lead 3: (Action)

[DELIVERING DIVISION - if using personal service]

[AT CITY, STATE]

(U) Deliver the attached NSL as indicated above. Upon receipt of information from the financial institution, [DELIVERING DIVISION] is requested to submit results to [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

◆◆

~~SECRET~~





U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

[DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZOP CODE]  
[MONTH DAY, YEAR]

[MR./MRS/MS.] [COMPLETE POC NAME]  
[TITLE, IF AVAILABLE]  
[COMPANY NAME]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

DEAR [MR./MRS./MS.] [LAST NAME]:

Under the authority of Executive Order 12333, dated December 4, 1981, and pursuant to Title 12, United States Code (U.S.C.), Section 3414(a)(5), you are hereby directed to produce to the Federal Bureau of Investigation (FBI) all financial records pertaining to the customer(s) and/or accounts listed below:

NAME(S) [if available]

ACCOUNT NUMBER(s): [if available]

SOCIAL SECURITY NUMBER(S): [if available]

DATE(S) OF BIRTH: [if available]

[FOR PERIOD FROM INCEPTION TO PRESENT]

or

[FOR PERIOD FROM [SPECIFIC DATE] TO [SPECIFIC DATE]

or [PRESENT]]

Please see the attachment following this letter for the types of information that your financial institution might consider to be a financial record.

If the time period noted above is to the "present," that term is intended to direct production of information to the date of the processing of this letter. If providing information to the date of processing is not feasible, please provide information to the date of receipt of this letter.

ACLU-NSL-339

[MR./MRS./MS./ COMPLETE NAME]

In accordance with Title 12, U.S.C. Section 3414(a)(5)(A), I certify that these records are sought for foreign counterintelligence investigation purposes to protect against international terrorism or clandestine intelligence activities, and that such an investigation of a United States person is not conducted solely on the basis of activities protected by the First Amendment to the Constitution of the United States.

In accordance with Title 12, U.S.C., Section 3403(b), I certify that the FBI has complied with all applicable provisions of the Right to Financial Privacy Act.

[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement) then include the language in the following 3 paragraphs in the NSL.]

In accordance with 12 U.S.C. § 3414(a)(5)(D), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 12 U.S.C. § 3414(a)(5)(D) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 12 U.S.C. § 3414(a)(5)(D)(iii), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 12 U.S.C. § 3414(a)(5)(D)(iv), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

[Include the following language in all NSLs:]

[MR./MRS./MS./ COMPLETE NAME]

In accordance with 18 U.S.C. § 3511(a) and (b)(1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be mailed or faxed to [the XXXX] Division, attention: **CASE AGENT** (phone number: xxxx), with a copy to FBI HQ, attention: General Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

The FBI does not intend to suggest, by the service of the NSL upon your financial institution, that a Suspicious Activity Report (SAR) should be filed with respect to this account nor that the account should be closed. Should you determine, however, that the filing of a SAR is required by banking laws or regulations, the non-disclosure provision set forth above prohibits the disclosure of the fact of this letter in the SAR. Further, should you decide to consider closing the account, the FBI requests that you please notify the below point of contact prior to taking such action, inasmuch as it is expected that information from this account, if it remains open, may provide valuable foreign intelligence.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING

DIVISION]\_OR through use of a delivery service to the [OFFICE OF ORIGIN] OR through secure fax] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN],\_depending on whether service is personal or through a delivery service or fax]. Due to security considerations, you should neither send the records through routine mail service nor disclose the substance of this letter in any telephone conversation.

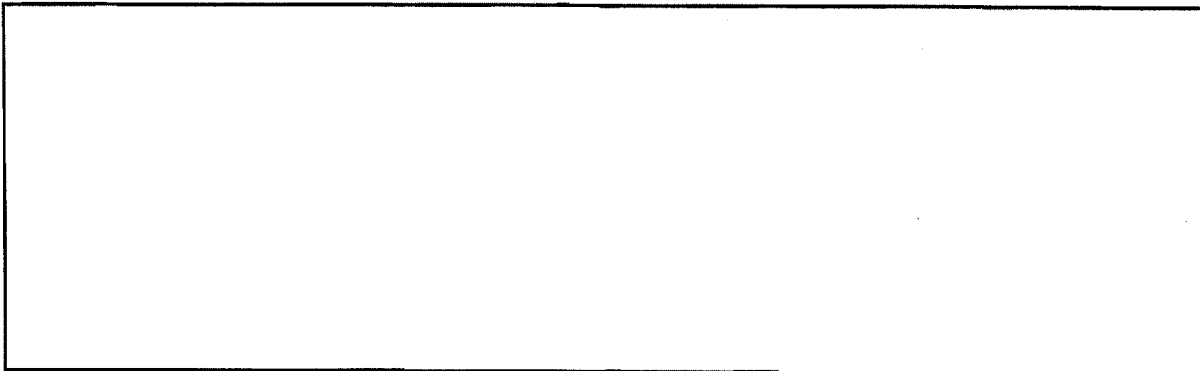
Your cooperation in this matter is greatly appreciated.

Sincerely,

[ADIC/SAC NAME]  
[ASSISTANT DIRECTOR IN  
CHARGE/  
SPECIAL AGENT IN CHARGE]

ATTACHMENT

In preparing your response to this National Security Letter, you should determine whether your company maintains the following types of information which may be considered by you to be a financial record in accordance Title 12, United States Code, Section 3401(2) ("original of, copy of, or information known to be derived from, any record held by a financial institution pertaining to a customer's relationship with the financial institution"):



b7E -1

FEDERAL BUREAU OF INVESTIGATION  
FOIA/PA DELETED PAGE INFORMATION SHEET

2 Page(s) withheld entirely at this location in the file. One or more of the following statements, where indicated, explain this deletion.

X Deletions were made pursuant to the exemptions indicated below with no segregable material available for release to you.

Section 552

Section 552a

- (b)(1)
- (b)(2)
- (b)(3) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (b)(4)
- (b)(5)
- (b)(6)

- (b)(7)(A)
- (b)(7)(B)
- (b)(7)(C)
- (b)(7)(D)
- (b)(7)(E)-1
- (b)(7)(F)
- (b)(8)
- (b)(9)

- (d)(5)
- (j)(2)
- (k)(1)
- (k)(2)
- (k)(3)
- (k)(4)
- (k)(5)
- (k)(6)
- (k)(7)

\_\_\_\_\_ Page(s) was/were not considered for release as it (is) /they (are) (a) duplicate(s) of (an) other released page(s).

\_\_\_\_\_ Page(s) withheld for the following reason(s):

\_\_\_\_\_  The following number(s) is (are) to be used for reference regarding these pages:

ACLU-NSL-343 and ACLU-NSL-344

XXXXXXXXXXXXXXXXXXXXX  
X Deleted Page(s) X  
X No Duplication Fee X  
X for this page X  
XXXXXXXXXXXXXXXXXXXXX

~~SECRET~~

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel,

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[COUNTERTERRORISM/  
COUNTERINTELLIGENCE/CYBER]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [SQUAD SUPERVISOR]  
SA [CASE AGENT]

[OFFICE OF ORIGIN]

Attn: SA [CASE AGENT]  
[Squad] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [SQUAD SUPERVISOR]  
[Squad] [X]

From: [DRAFTING DIVISION]

[APPROVING OFFICIAL]

Contact: [CASE AGENT, telephone number (000) 000-0000]

Approved By: [ADIC NAME (IF APPLICABLE)]  
[SAC NAME]  
[ASAC NAME]  
[CDC NAME]  
[SSA NAME]

Drafted By: [LAST FIRST MIDDLE NAME: INITIALS]

(U) Case ID #: ~~(S)~~ [CASE FILE NUMBER] (Pending)

(U) Title: ~~(S)~~ [SUBJECT]  
[A.K.A.] [ALIAS (IF APPLICABLE)]  
[IT/FCI - FOREIGN POWER]  
OO: [OFFICE OF ORIGIN]

Synopsis: (U) (NSL/FIL) Approves the issuance of a Fair Credit Reporting Act Section 1681u(a) National Security Letter (NSL) for financial institution listings; provides reporting data; and transmits the NSL to the appropriate division for delivery to the credit reporting company.

~~(S)~~ (U) ~~Derived From: G-3~~

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

~~Declassify On: [10-25 years based on  
information in the EC]~~

(U) [FULL/PRELIMINARY] Investigation Instituted: ~~(S)~~ [00/00/2008]

(U) Reference: ~~(S)~~ [CASE FILE NUMBER Serial XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery service or fax] is an NSL dated [00/00/2008], addressed to [COMPANY POC NAME], [TITLE (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting the names and addresses of financial institutions at which the listed consumer maintains or has maintained an account.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created

b7E -1

(U) ~~(S)~~ A [FULL/PRELIMINARY] [FOREIGN COUNTERINTELLIGENCE/ INTERNATIONAL TERRORISM] investigation of subject, a [U.S. PERSON/NON-U.S. PERSON], was authorized in accordance with the Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining the investigation of the subject; barebones facts will not suffice and will cause the request to be rejected for legal insufficiency.] This financial institution information is being requested to [Fully state the relevance of the requested records to the investigation].

(U) ~~(S)~~ This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For mandatory reporting purposes, the enclosed NSL seeks the financial institution listings for [NUMBER OF] individual(s) from [credit reporting company #1]; [NUMBER OF] individual(s) from [credit reporting company #2], etc. [If there are requests from multiple reporting companies for the same person, please state. Provide the USP status of all the persons about whom the requests are seeking information, including the subject of the investigation. In other words, do your best to give as much information as you can, for congressional reporting purposes.]

(U) Arrangements should be made with the credit reporting company to provide the records [personally to an employee of the DELIVERING DIVISION or through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The credit reporting company should neither send the records through routine mail

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

delivery nor utilize the name of the subject of the request in any telephone calls to the FBI.

#### DISCLOSURE PROVISIONS

[Certification and Activation of the Nondisclosure Requirement: There is no longer an automatic prohibition that prevents the recipient of a National Security Letter from disclosing that the FBI has requested the information. To activate the nondisclosure requirement, the senior FBI official approving this EC must use Option 1 below and include in the EC (but not in the NSL) a brief statement of facts that justify the nondisclosure requirement. Option 2 is to be used in all cases where Option 1 is not used.]

#### [Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 15 U.S.C. § 1681u(d), I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

#### [Option 2 - Declining to invoke the nondisclosure requirement]

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

[Include the next 2 paragraphs in all ECs.]

(U) Information received herein from a credit reporting company may be disseminated in accordance with the FBI's Domestic Investigations and Operations Guide (DIOG), subject to the following statutory limitation. Dissemination of such information is limited to other Federal agencies as may be necessary for the approval or conduct of a foreign

~~SECRET~~



~~SECRET~~

(U) To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

counterintelligence investigation, or, where the information concerns a person subject to the Uniform Code of Military Justice, to appropriate investigative authorities within the military department concerned as may be necessary for the conduct of a joint foreign counterintelligence investigation.

(U) Any questions regarding the above can be directed to [CASE AGENT, telephone number (000) 000-0000.]

~~SECRET~~

~~SECRET~~

(U) To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

LEAD(s):

Set Lead 1: (Action)

GENERAL COUNSEL

AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

[COUNTERTERRORISM/COUNTERINTELLIGENCE/CYBER]

AT WASHINGTON, DC

(U) At [Unit] Read and Clear

Set Lead 3: (Action)

[DELIVERING OFFICE - if using personal service]

[AT CITY, STATE]

(U) Deliver the attached NSL as indicated above. Upon receipt of information from the credit reporting company, [DELIVERING DIVISION] is requested to submit results to [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

(U) Please take special note that the reply to this request should not generate receipt of a full credit report and that only a summary or redacted credit report should be accepted.

◆◆

~~SECRET~~



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

[DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[MONTH, DAY, YEAR]

[MR./MRS./MS.] [COMPLETE NAME OF POC]  
[TITLE, IF AVAILABLE]  
[NAME OF COMPANY]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

DEAR [MR./MRS./MS.] [LAST NAME]:

Under the authority of Executive Order 12333, dated December 4, 1981, and pursuant to Title 15, United States Code (U.S.C.), Section 1681u(a) (the Fair Credit Reporting Act, as amended), you are hereby directed to provide the Federal Bureau of Investigation (FBI) the names and addresses of all financial institutions (as defined in Title 12, U.S.C., Section 3401) at which the below-named consumer(s) maintains or has maintained an account:

NAME(S) :

ADDRESS(ES) : [if available]

DATE(S) OF BIRTH: [if available]

SOCIAL SECURITY NUMBER(S) : [if available]

PLEASE DO NOT PROVIDE THE FULL CREDIT REPORT, AS THAT IS NOT BEING REQUESTED OR SOUGHT.

In accordance with Title 15, U.S.C., Section 1681u(a), I certify that such information is sought for the conduct of an authorized investigation to protect against international terrorism or clandestine intelligence activities, and that such an investigation of a United States person is not conducted solely on the basis of activities protected by the First Amendment to the Constitution of the United States.

ACLU-NSL-350

[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement), then include the language in the following 3 paragraphs in the NSL.]

In accordance with 15 U.S.C. § 1681u(d)(1), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 15 U.S.C. § 1681u(d)(1) and (3) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 15 U.S.C. § 1681u(d)(3), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 15 U.S.C. § 1681u(d)(4), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

**[Include the following language in all NSLs.]**

In accordance with 18 U.S.C. § 3511(a) and (b)(1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be mailed or faxed to [the XXXX] Division, attention: **CASE AGENT (phone number: xxxx)**, with a copy to FBI HQ, attention: General Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued

nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING DIVISION] OR through use of a delivery service to [OFFICE OF ORIGIN] OR through secure fax] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN], depending on whether service is personal or through a delivery service]. Due to security considerations, you should neither send the records through routine mail service nor non-secure fax, nor disclose the substance of this letter in any telephone conversation.

Your cooperation in this matter is greatly appreciated.

Sincerely yours,

[ADIC/SAC NAME]  
[ASSISTANT DIRECTOR IN CHARGE/  
SPECIAL AGENT IN CHARGE]

~~SECRET~~

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[COUNTERTERRORISM/  
COUNTERINTELLIGENCE/CYBER]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [SQUAD SUPERVISOR]  
SA [CASE AGENT]

[OFFICE OF ORIGIN]

Attn: SA [CASE AGENT]  
[Squad] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [SQUAD SUPERVISOR]  
[Squad] [X]

From: [DRAFTING DIVISION]

[APPROVING OFFICIAL]

Contact: [CASE AGENT, telephone number (000) 000-0000]

Approved By: [ADIC NAME (IF APPLICABLE)]  
[SAC NAME]  
[ASAC NAME]  
[CDC NAME]  
[SSA NAME]

Drafted By: [LAST FIRST MIDDLE NAME: INITIALS]

(U) Case ID #: ~~(S)~~ [CASE FILE NUMBER] (Pending)

(U) Title: ~~(S)~~ [SUBJECT]  
[A.K.A.] [ALIAS (IF APPLICABLE)]  
[IT/FCI - FOREIGN POWER]  
OO: [OFFICE OF ORIGIN]

Synopsis: (U) (NSLCII) Approves the issuance of a Fair Credit Reporting Act (FCRA) Section 1681u(b) National Security Letter (NSL) for consumer identifying information; provides reporting data; and transmits the NSL to the appropriate division for delivery to the credit reporting company.

~~(S)~~ (U) ~~Derived From: G-3~~

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

Declassify On: ~~[10-25 years based on  
information in the EC]~~

(U) [FULL/PRELIMINARY] Investigation Instituted: ~~(S)~~ [00/00/2008]

(U) Reference: ~~(S)~~ [CASE FILE NUMBER Serial XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery service or fax] is an NSL dated [00/00/2008], addressed to [COMPANY POC NAME], [TITLE (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting consumer identifying information relating to the consumer listed.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created

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(U) ~~(S)~~ A [FULL/PRELIMINARY] [FOREIGN COUNTERINTELLIGENCE/ INTERNATIONAL TERRORISM] investigation of subject, a [U.S. PERSON/NON-U.S. PERSON], was authorized in accordance with the Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining the investigation on the subject; barebones facts will not suffice and will cause the request to be rejected for legal insufficiency]. This consumer identifying information is being requested to [Fully state the relevant of the requested records to the investigation].

(U) ~~(S)~~ This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For mandatory reporting purposes, the enclosed NSL seeks consumer identifying information for [NUMBER OF] individual(s) from [credit reporting company #1]; [NUMBER OF] individual(s) from [credit reporting company #2], etc. [If there are requests from multiple reporting companies for the same person, please state. Provide the USP status of all the persons about whom the requests are seeking information, including the subject of the investigation. In other words, do your best to give as much information as you can, for congressional reporting purposes.]

(U) Arrangements should be made with the credit reporting company to provide the records [personally to an employee of the DELIVERING DIVISION or through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The credit reporting company should neither send the records through routine mail

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

(U)

service nor utilize the name of the subject of the request in any telephone calls to the FBI.

#### DISCLOSURE PROVISIONS

[Certification and Activation of the Nondisclosure Requirement: There is no longer an automatic prohibition that prevents the recipient of a National Security Letter from disclosing that the FBI has requested the information. To activate the nondisclosure requirement, the senior FBI official approving this EC must use Option 1 below and include in the EC (but not in the NSL) a brief statement of facts that justify the nondisclosure requirement. Option 2 is to be used in all cases where Option 1 is not used.]

#### [Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 15 U.S.C. § 1681u(d), I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

#### [Option 2 - Declining to invoke the nondisclosure requirement]

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

[Include the next 2 paragraphs in all ECs.]

(U) Information received herein from a credit reporting company may be disseminated in accordance with the FBI's Domestic Investigations and Operations Guide (DIOG), subject to the following statutory limitation. Dissemination of such information is limited to other Federal agencies as may be

~~SECRET~~



~~SECRET~~

(U) To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

necessary for the approval or conduct of a foreign counterintelligence investigation, or, where the information concerns a person subject to the Uniform Code of Military Justice, to appropriate investigative authorities within the military department concerned as may be necessary for the conduct of a joint foreign counterintelligence investigation.

(U) Any questions regarding the above can be directed to the [CASE AGENT, telephone number (000) 000-0000.]

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

LEAD(s) :

Set Lead 1: (Action)

GENERAL COUNSEL  
AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

[COUNTERTERRORISM/COUNTERINTELLIGENCE/CYBER]  
AT WASHINGTON, DC

(U) At [Unit] Read and Clear

Set Lead 3: (Action)

[DELIVERING OFFICE -if using personal service]  
[AT CITY, STATE]

(U) Deliver the attached NSL as indicated above. Upon receipt of information from the credit reporting company, [DELIVERING DIVISION] is requested to submit results to [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

(U) Please take special note that the reply to this request should not generate receipt of a full credit report and that only a summary or redacted credit report should be accepted.

◆◆

~~SECRET~~



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

[DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[MONTH, DAY, YEAR]

[MR./MRS./MS.] [COMPLETE NAME OF POC]  
[TITLE, IF AVAILABLE]  
[NAME OF COMPANY]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

DEAR [MR./MRS./MS.] [LAST NAME]:

Under the authority of Executive Order 12333, dated December 4, 1981, and pursuant to Title 15, United States Code (U.S.C.), Section 1681u(b) (the Fair Credit Reporting Act, as amended), you are hereby directed to provide the Federal Bureau of Investigation (FBI) the names, address, former addresses, places of employment, or former places of employment of the below-named consumer(s):

NAME(S):

ADDRESS(ES): [if available]

DATE(S) OF BIRTH: [if available]

SOCIAL SECURITY NUMBER(S): [if available]

PLEASE DO NOT PROVIDE THE FULL CREDIT REPORT, AS THAT IS NOT BEING REQUESTED OR SOUGHT.

In accordance with Title 15, U.S.C., Section 1681u(b), I certify that such information is sought for the conduct of an authorized investigation to protect against international terrorism or clandestine intelligence activities, and that such an investigation of a United States person is not conducted solely on the basis of activities protected by the First Amendment to the Constitution of the United States.

[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement), then include the language in the following 3 paragraphs in the NSL.]

In accordance with 15 U.S.C. § 1681u(d)(1), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 15 U.S.C. § 1681u(d)(1) and (3) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 15 U.S.C. § 1681u(d)(3), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 15 U.S.C. § 1681u(d)(4), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

[Include the following language in all NSLs.]

In accordance with 18 U.S.C. § 3511(a) and (b)(1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be mailed or faxed to [the XXXX] Division, attention: **CASE AGENT (phone number: xxxx)**, with a copy to FBI HQ, attention: General Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued

nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING DIVISION] OR through use of a delivery service to [OFFICE OF ORIGIN] OR through secure fax] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN], depending on whether service is personal or through a delivery service]. Due to security considerations, you should neither send the records through routine mail service nor non-secure fax, nor disclose the substance of this letter in any telephone conversation.

Your cooperation in this matter is greatly appreciated.

Sincerely yours,

[ADIC/SAC NAME]  
[ASSISTANT DIRECTOR IN CHARGE/  
SPECIAL AGENT IN CHARGE]

~~SECRET~~

### FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[COUNTERTERRORISM/  
COUNTERINTELLIGENCE/CYBER]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [SQUAD SUPERVISOR]  
SA [CASE AGENT]

[OFFICE OF ORIGIN]

Attn: SA [CASE AGENT]  
[Squad] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [SQUAD SUPERVISOR]  
[Squad] [X]

From: [DRAFTING DIVISION]

[APPROVING OFFICIAL]

Contact: [CASE AGENT, telephone number (000) 000-0000]

Approved By: [ADIC NAME (IF APPLICABLE)]  
[SAC NAME]  
[ASAC NAME]  
[CDC NAME]  
[SSA NAME]

Drafted By: [LAST FIRST MIDDLE NAME: INITIALS]

(U) Case ID #: ~~(S)~~ [CASE FILE NUMBER] (Pending)

(U) Title: ~~(S)~~ [SUBJECT]  
[A.K.A.] [ALIAS (IF APPLICABLE)]  
[IT/FCI - FOREIGN POWER]  
OO: [OFFICE OF ORIGIN]

Synopsis: (U) (NSLCOM) Approves the issuance of a Fair Credit Reporting Act (FCRA) Sections 1681u(a) and (b) combination National Security Letter (NSL) for financial institution listings and consumer identifying information; provides reporting data; and transmits the NSL to the appropriate division for delivery to the credit reporting company.

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

~~(S)~~ (U) Derived From : G-3  
Declassify On: ~~[10-25 years based on information in the EC]~~

[FULL/PRELIMINARY] Investigation Instituted: (S) [00/00/2008]

(U) Reference: ~~(S)~~ [CASE FILE NUMBER Serial XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery service or fax] is an NSL dated [00/00/2008], addressed to [COMPANY POC NAME], [TITLE (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting the names and addresses of financial institutions at which the listed consumer maintains or has maintained an account and requesting consumer identifying information relating to the consumer.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created

b7E -1

(U) ~~(S)~~ A [FULL/PRELIMINARY] [FOREIGN COUNTERINTELLIGENCE/INTERNATIONAL TERRORISM] investigation of subject, a [U.S. PERSON/NON-U.S. PERSON], was authorized in accordance with the Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining the investigation of the subject; barebones facts will not suffice and will cause the request to be rejected for legal insufficiency.] This financial institution information and consumer identifying information are being requested to [Fully state the relevance of the requested records to the investigation].

(U) ~~(S)~~ This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For mandatory reporting purposes, the enclosed NSL seeks the financial institution listings for [NUMBER OF] individual(s) from [credit reporting company #1]; [NUMBER OF] individual(s) from [credit reporting company #2], etc. [If there are requests from multiple reporting companies for the same person, please state. Provide the USP status of all the persons about whom the requests are seeking information, including the subject of the investigation. In other words, do your best to give as much information as you can, for congressional reporting purposes.] In addition, for mandatory reporting purposes, the enclosed NSL seeks the consumer identifying information for [NUMBER OF] individual(s) from [credit reporting company #1]; [NUMBER OF] individual(s) from [credit reporting company #2], etc. [If there

~~SECRET~~

~~SECRET~~

(U) To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

are requests from multiple reporting companies for the same person, please state. Provide the USP status of all the persons about whom the requests are seeking information, including the subject of the investigation. In other words, do your best to give as much information as you can, for congressional reporting purposes.]

(U) Arrangements should be made with the credit reporting company to provide the records [personally to an employee of the DELIVERING DIVISION or through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The credit reporting company should neither send the records through routine mail delivery nor utilize the name of the subject of the request in any telephone calls to the FBI.

#### DISCLOSURE PROVISIONS

[Certification and Activation of the Nondisclosure Requirement: There is no longer an automatic prohibition that prevents the recipient of a National Security Letter from disclosing that the FBI has requested the information. To activate the nondisclosure requirement, the senior FBI official approving this EC must use Option 1 below and include in the EC (but not in the NSL) a brief statement of facts that justify the nondisclosure requirement. Option 2 is to be used in all cases where Option 1 is not used.]

#### [Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 15 U.S.C. § 1681u(d), I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

[Option 2 - Declining to invoke the nondisclosure requirement]

~~SECRET~~



~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

[Include the next 2 paragraphs in all ECs.]

(U) Information received herein from a credit reporting company may be disseminated in accordance with the FBI's Domestic Investigations and Operations Guide (DIOG), subject to the following statutory limitation. Dissemination of such information is limited to other Federal agencies as may be necessary for the approval or conduct of a foreign counterintelligence investigation, or, where the information concerns a person subject to the Uniform Code of Military Justice, to appropriate investigative authorities within the military department concerned as may be necessary for the conduct of a joint foreign counterintelligence investigation.

(U) Any questions regarding the above can be directed to [CASE AGENT, telephone number (000) 000-0000.]

~~SECRET~~

~~SECRET~~

(U) To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

LEAD(s):

Set Lead 1: (Action)

GENERAL COUNSEL

AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

[COUNTERTERRORISM/COUNTERINTELLIGENCE/CYBER]

AT WASHINGTON, DC

(U) At [Unit] Read and Clear

Set Lead 3: (Action)

[DELIVERING OFFICE - if using personal service]

[AT CITY, STATE]

(U) Deliver the attached NSL as indicated above. Upon receipt of information from the credit reporting company, [DELIVERING DIVISION] is requested to submit results to [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

(U) Please take special note that the reply to this request should not generate receipt of a full credit report and that only a summary or redacted credit report should be accepted.

◆◆

~~SECRET~~



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

[DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[MONTH, DAY, YEAR]

[MR./MRS./MS.] [COMPLETE NAME OF POC]  
[TITLE, IF AVAILABLE]  
[NAME OF COMPANY]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

DEAR [MR./MRS./MS.] [LAST NAME]:

Under the authority of Executive Order 12333, dated December 4, 1981, and pursuant to Title 15, United States Code (U.S.C.), Sections 1681u(a) and 1681u(b) (the Fair Credit Reporting Act, as amended), you are hereby directed to provide the Federal Bureau of Investigation (FBI) the names and addresses of all financial institutions (as defined in Title 12, U.S.C., Section 3401) at which the below-named consumer(s) maintains or has maintained an account and to provide the names, address, former addresses, places of employment, or former places of employment of the below-named consumer(s):

NAME(S) :

ADDRESS(ES) : [if available]

DATE(S) OF BIRTH: [if available]

SOCIAL SECURITY NUMBER(S) : [if available]

PLEASE DO NOT PROVIDE THE FULL CREDIT REPORT, AS THAT IS NOT BEING REQUESTED OR SOUGHT.

In accordance with Title 15, U.S.C., Sections 1681u(a) and 1681u(b), I certify that such information is sought for the conduct of an authorized investigation to protect against international terrorism or clandestine intelligence activities, and that such an investigation of a United States person is not conducted solely on the basis of activities protected by the First Amendment to the Constitution of the United States.

[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement), then include the language in the following 3 paragraphs in the NSL.]

ACLU-NSL-366

In accordance with 15 U.S.C. § 1681u(d) (1), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 15 U.S.C. § 1681u(d) (1) and (3) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 15 U.S.C. § 1681u(d) (3), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 15 U.S.C. § 1681u(d) (4), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

[Include the following language in all NSLs.]

In accordance with 18 U.S.C. § 3511(a) and (b) (1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be mailed or faxed to [the XXXX] Division, attention: **CASE AGENT (phone number: xxxxx)**, with a copy to FBI HQ, attention: General Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING DIVISION] OR through use of a delivery service to [OFFICE OF ORIGIN] OR through secure fax] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN], depending on whether service is personal or through a delivery service]. Due to security considerations, you should neither send the records through routine mail service nor non-secure fax, nor disclose the substance of this letter in any telephone conversation.

Your cooperation in this matter is greatly appreciated.

Sincerely yours,

[ADIC/SAC NAME]  
[ASSISTANT DIRECTOR IN CHARGE/  
SPECIAL AGENT IN CHARGE]

~~SECRET~~

**FEDERAL BUREAU OF INVESTIGATION**

Precedence: ROUTINE

Date: 00/00/201\_

To: General Counsel

Attn: Steven N. Siegel  
Deputy General Counsel, NSLB

[COUNTERTERRORISM]

Attn: [UNIT]

[REQUESTING OFFICE]

Attn: SSA [SQUAD SUPERVISOR]  
SA [CASE AGENT]

[OFFICE OF ORIGIN]

Attn: SA [CASE AGENT]  
[Squad] [X]

[DELIVERING DIVISION]  
(if using personal service)

Attn: SSA [SQUAD SUPERVISOR]  
[Squad] [X]

From: [DRAFTING DIVISION]

[APPROVING OFFICIAL]

Contact: [CASE AGENT, telephone number (000) 000-0000]

Approved By: [ADIC NAME (IF APPLICABLE)]  
[SAC NAME]  
[ASAC NAME]  
[CDC NAME]  
[SSA NAME]

Drafted By: [LAST FIRST MIDDLE NAME: INITIALS]

(U) Case ID #: ~~(S)~~ [CASE FILE NUMBER] (Pending)

(U) Title: ~~(S)~~ [SUBJECT]  
[A.K.A.] [ALIAS (IF APPLICABLE)]  
[IT/FCI - FOREIGN POWER]  
OO: [OFFICE OF ORIGIN]

Synopsis: (U) (NSLFCR) Approves the issuance of a Fair Credit Reporting Act (FCRA) Section 1681v National Security Letter (NSL) for a full credit report in an international terrorism investigation; provides reporting data; and transmits the NSL to the appropriate division for delivery to the credit reporting company.

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

~~(S)~~ Derived From : G-3

(U) ~~(S)~~ Declassify On: ~~10-25 years based on~~  
information in the EC]

[FULL/PRELIMINARY] Investigation Instituted: (S) [00/00/2008]

(U) Reference: ~~(S)~~ [CASE FILE NUMBER Serial XXX]

Enclosure(s): (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery system or fax] is an NSL dated [00/00/2008], addressed to [COMPANY POC NAME], [TITLE (if available)], [COMPANY NAME], [COMPANY ADDRESS - NO P.O. BOX], [CITY, STATE - NO ZIP CODE if using personal service], requesting a full consumer credit report and all information in its files relating to the consumer listed.

(U) Details: ~~(S)~~ Brief explanation of why the NSL is being created b7E -1

[REDACTED]

(U) ~~(S)~~ A [FULL/PRELIMINARY] international terrorism investigation of subject, a [U.S. PERSON/NON-U.S. PERSON], was authorized in accordance with the Attorney General Guidelines because [Give a full explanation of the justification for opening and maintaining the investigation on the subject; barebones facts will not suffice and will cause the request to be rejected for legal insufficiency]. This full credit report is being requested to [Fully state the relevance of the requested records to the investigation].

(U) ~~(S)~~ This electronic communication documents the [APPROVING OFFICIAL's] approval and certification of the enclosed NSL. For reporting purposes, the enclosed NSL seeks the consumer credit report of [NUMBER OF] individual(s) from [credit reporting company #1]; [NUMBER OF] individual(s) from [credit reporting company #2], etc. [If there are requests from multiple reporting companies for the same person, please state. Provide the USP status of all the persons about whom the requests are seeking information, including the subject of the investigation. In other words, do your best to give as much information as you can, for congressional reporting purposes.]

(U) Arrangements should be made with the credit reporting company to provide the records [personally to an employee of the DELIVERING DIVISION or through use of a delivery service or secure fax to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The credit reporting company should neither send the records through routine mail

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

delivery nor utilize the name of the subject of the request in any telephone calls to the FBI.

**DISCLOSURE PROVISIONS**

[Certification and Activation of the Nondisclosure Requirement: There is no longer an automatic prohibition that prevents the recipient of a National Security Letter from disclosing that the FBI has requested the information. To activate the nondisclosure requirement, the senior FBI official approving this EC must use Option 1 below and include in the EC (but not in the NSL) a brief statement of facts that justify the nondisclosure requirement. Option 2 is to be used in all cases where Option 1 is not used.]

**[Option 1 - Invoking Nondisclosure Requirement]**

(U) In accordance with 15 U.S.C. § 1681v(c), I, the senior official approving this EC, certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person.

(U) ~~(S)~~ Brief statement of the facts justifying my certification in this case:

**[Option 2 - Declining to invoke the nondisclosure requirement]**

(U) I, the senior official approving this EC, have determined that the facts of this case do not warrant activation of the nondisclosure requirements under the applicable National Security Letter statute.

**[Include the next 2 paragraphs in all ECs.]**

(U) Information received herein from a credit reporting company may be disseminated in accordance with the FBI's Domestic Investigations and Operations Guide (DIOG).

~~SECRET~~



~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

(U) Any questions regarding the above can be directed  
to the [CASE AGENT, telephone number (000) 000-0000.]

~~SECRET~~

~~SECRET~~

To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]  
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2008]

LEAD(s) :

Set Lead 1: (Action)

GENERAL COUNSEL

AT WASHINGTON, DC

(U) NSLB is requested to record the appropriate information needed to fulfill the Congressional reporting requirements for NSLs.

Set Lead 2: (Info)

COUNTERTERRORISM

AT WASHINGTON, DC

(U) At [Unit] Read and Clear

Set Lead 3: (Action)

[DELIVERING OFFICE- if using personal service]

[AT CITY, STATE]

(U) Deliver the attached NSL as indicated above. Upon receipt of information from the credit reporting company, [DELIVERING DIVISION] is requested to submit results to [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

◆◆

~~SECRET~~



U.S. Department of Justice

Federal Bureau of Investigation

Washington, D. C. 20535-0001

DRAFTING DIVISION]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[MONTH, DAY, YEAR]

[MR./MRS./MS.] [COMPLETE NAME OF POC]  
[TITLE, IF AVAILABLE]  
[NAME OF COMPANY]  
[PHYSICAL STREET ADDRESS - NO P.O. BOX]  
[CITY, STATE - NO ZIP CODE]

Dear [MR./MRS./MS.] [LAST NAME]:

Pursuant to Executive Order 12333, dated December 4, 1981, and 15 U.S.C. § 1681v of the Fair Credit Reporting Act (as amended), you are hereby directed to provide the Federal Bureau of Investigation (FBI) with a copy of a consumer credit report and all other information contained in your files for the below-listed consumer(s):

NAME(S):

ADDRESS(ES): [if available]

DATE(S) OF BIRTH: [if available]

SOCIAL SECURITY NUMBER(S): [if available]

In accordance with Title 15, U.S.C. § 1681v, I certify that the information sought is necessary to conduct an authorized investigation of, or intelligence or counterintelligence activities or analysis related to, international terrorism.

[Certification: The nondisclosure requirement is not an automatic feature of the NSL. If the supporting EC for this NSL included Option 1 (Invoking the Nondisclosure Requirement), then include the language in the following 3 paragraphs in the NSL.]

In accordance with 15 U.S.C. § 1681v(c)(1), I certify that a disclosure of the fact that the FBI has sought or obtained access to the information sought by this letter may endanger the national security of the United States, interfere with a criminal, counterterrorism, or counterintelligence investigation, interfere with diplomatic relations, or endanger the life or physical safety of a person. Accordingly, 15 U.S.C. §

ACLU-NSL-374

1681v(c) (1) and (3) prohibits you, or any officer, employee, or agent of yours, from disclosing this letter, other than to those to whom disclosure is necessary to comply with the letter or to an attorney to obtain legal advice or legal assistance with respect to this letter.

In accordance with 15 U.S.C. § 1681v(c) (3), you are directed to notify any persons to whom you have disclosed this letter that they are also subject to the nondisclosure requirement and are therefore also prohibited from disclosing the letter to anyone else.

In accordance with 15 U.S.C. § 1681v(c) (4), if the FBI asks for the information, you should identify any person to whom such disclosure has been made or to whom such disclosure will be made. In no instance will you be required to identify any attorney to whom disclosure was made or will be made in order to obtain legal advice or legal assistance with respect to this letter.

**[Include the following language in all NSLs.]**

In accordance with 18 U.S.C. § 3511(a) and (b) (1), you have a right to challenge this letter if compliance would be unreasonable, oppressive, or otherwise unlawful.

You also have the right to challenge the nondisclosure requirement set forth above. If you wish to make a disclosure that is prohibited by the nondisclosure requirement, you must notify the FBI, in writing, of your desire to do so within 10 calendar days of receipt of this letter. That notice must be mailed or faxed to [the XXXX] Division, attention: **CASE AGENT (phone number: xxxxx)**, with a copy to FBI HQ, attention: General Counsel (fax number: 202-324-5366) and must reference the date of the NSL and the identification number on the upper left corner of the NSL. If you send notice within 10 calendar days, the FBI will initiate judicial proceedings in approximately 30 days in order to demonstrate to a federal judge the need for nondisclosure and to obtain a judicial order requiring continued nondisclosure. The nondisclosure requirement will remain in effect unless and until there is a final court order holding that disclosure is permitted.

If you do not send notice of your desire to disclose the NSL or the fact that you produced records in response to it within 10 calendar days of receipt, then the nondisclosure provision will remain in effect, subject to your opportunity to make an annual challenge to the nondisclosure requirement as provided by subsection 3511(b).

[MR./MRS./MS.] [COMPLETE NAME]

In accordance with 18 U.S.C. § 3511(c), an unlawful failure to comply with this letter, including any nondisclosure requirement, may result in the United States bringing an enforcement action.

You are directed to provide records responsive to this letter [personally to a representative of the [DELIVERING DIVISION] OR through use of a delivery service to [OFFICE OF ORIGIN] OR through secure fax] within [xxxx] business days of receipt of this letter.

Any questions you have regarding this letter should be directed only to the [[DELIVERING DIVISION] OR [OFFICE OF ORIGIN], depending on whether service is personal or through a delivery service]. Due to security considerations, you should neither send the records through routine mail service nor non-secure fax, nor disclose the substance of this letter in any telephone conversation.

Your cooperation in this matter is appreciated.

Sincerely,

[ADIC/SAC NAME]  
[ASSISTANT DIRECTOR IN  
CHARGE/  
SPECIAL AGENT IN CHARGE]

FEDERAL BUREAU OF INVESTIGATION  
FOIA/PA DELETED PAGE INFORMATION SHEET

\_\_\_\_\_ Page(s) withheld entirely at this location in the file. One or more of the following statements, where indicated, explain this deletion.

\_\_\_\_\_ Deletions were made pursuant to the exemptions indicated below with no segregable material available for release to you.

**Section 552**

**Section 552a**

- (b)(1)
- (b)(2)
- (b)(3) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (b)(4)
- (b)(5)
- (b)(6)

- (b)(7)(A)
- (b)(7)(B)
- (b)(7)(C)
- (b)(7)(D)
- (b)(7)(E)
- (b)(7)(F)
- (b)(8)
- (b)(9)

- (d)(5)
- (j)(2)
- (k)(1)
- (k)(2)
- (k)(3)
- (k)(4)
- (k)(5)
- (k)(6)
- (k)(7)

8 Page(s) was/were not considered for release as it (is) /they (are) (a) duplicate(s) of (an)other released page(s).

The following number(s) is (are) to be used for reference regarding these pages:

**ACLU-NSL-377 through ACLU-NSL-384 are duplicates of ACLU-NSL-290 through ACLU-NSL-297**

XXXXXXXXXXXXXXXXXXXXX  
X Deleted Page(s) X  
X No Duplication Fee X  
X for this page X  
XXXXXXXXXXXXXXXXXXXXX