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FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 00/00/2005

To: General Counsel

Attn: Julie Thomas
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]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE

DATE: 07-18-2007
CLASSIFIED BY 65179 DMH/KSR/JW
REASON: 1.4 (C)
DECLASSIFY ON: 07-18-2032

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

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

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

(U) ~~(S)~~ **Synopsis:** Approves the issuance of an ECPA National Security Letter (NSL) for toll billing records; provides reporting data; and,

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To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2005]

if necessary, transmits the NSL for delivery to the wire communications service provider.

(U) ~~(S)~~ Derived From: G-3
Declassify On: X-1

(U) FULL/PRELIMINARY Investigation Instituted: 00/00/2005

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

Enclosures: (U) Enclosed for [DELIVERING DIVISION or OFFICE OF ORIGIN, depending on whether service is personal or through restricted delivery service] is an NSL dated [00/00/2005], 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)~~ 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 subscriber and toll billing 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 local and long distance toll billing records for [NUMBER OF] phone number(s).

(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 to OFFICE OF ORIGIN] within [NUMBER OF] business days of receipt of this request. The wire communications service provider

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To: [DELIVERING DIVISION] From: [DRAFTING DIVISION]
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2005]

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.

(U) You should remind the wire communications service provider that it is prohibited from disclosing that the FBI has made this request.

(U) On 11/09/2001 [FOR ALL, EXCEPT: 10/31/2003, FOR CT/CD EAD, OR CYBER AD OR DAD SIGNATURE; 10/17/2003 FOR SENIOR COUNSEL FOR NATIONAL SECURITY AFFAIRS SIGNATURE], the Director designated the official signing the enclosed letter as authorized to make the required certification.

(U) Information received from a wire communication service provider may be disseminated 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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To: [DELIVERING DIVISION]

From: [DRAFTING DIVISION]

(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2005]

LEAD (s):

Set Lead 1:

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:

[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].

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[Redacted]

(OGC) (FBI)

From: [Redacted] (OGC) (FBI)
Sent: Friday, February 17, 2006 2:17 PM
To: HQ_DIV04_FBIHOME
Cc: [Redacted] (OGC) (FBI) [Redacted] (FBI)
Subject: Change in website

b6
b7C
b2
b7E

SENSITIVE BUT UNCLASSIFIED
NON-RECORD

(8 attachments)
8/2/06

[Redacted]

LIST OF DOCUMENTS 1-15

b6
b7C
b2

I need all of the EC forms changed - they would be documents 1,3,5,7,9,11,13,15 - and replaced with the following documents in this order



telephone
subscriber EC.wpd (1...



toll record EC.wpd
(22 KB)



email EC.wpd (18
KB)



transactional record
EC.wpd (1...



RFPA ec.wpd (14
KB)



1681u(a) EC.wpd
(18 KB)



1681u(b) EC.wpd
(18 KB)



1681v EC.wpd (17
KB)

[Redacted] - I changed the forms so it is clear that barebones facts will not suffice.

Thanks [Redacted]

b6
b7C

SENSITIVE BUT UNCLASSIFIED

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HEREIN IS UNCLASSIFIED
DATE 07-18-2007 BY 65179 DMH/KSR/JW