

~~SECRET~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 00/00/2006

To: General Counsel

Attn: Julie Thomas
Deputy General Counsel, NSLB

[COUNTERTERRORISM/
COUNTERINTELLIGENCE/CYBER]

Attn: [UNIT]

[REQUESTING OFFIE]

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]

(U) Synopsis: ~~(S)~~ Approves the issuance of an FCRA Section 1681u(a) National Security Letter (NSL) for financial institution listings; provides reporting data; and, if necessary, transmits the NSL for delivery to the credit reporting company.

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

DECLASSIFIED BY 65179 DMH/TAM/KSR/JB
ON 07-11-2007

~~SECRET~~

~~SECRET~~

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

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

(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 [00/00/2005], 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 names and addresses of financial institutions at which the listed consumer maintains or has maintained an account.

(U) Details: ~~(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 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).

(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 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.

[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.]

~~SECRET~~

~~SECRET~~

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

[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 from a consumer reporting agency must be clearly identified when reported in any Bureau communication. Subsequent dissemination of such information is prohibited, except to other Federal agencies or military investigative entities as may be necessary for the approval or conduct of a foreign counterintelligence investigation.

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

~~SECRET~~

~~SECRET~~

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

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].

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~~SECRET~~

~~SECRET~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 00/00/2006

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]

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]

(U) Synopsis: ~~(S)~~ Approves the issuance of an FCRA Section 1681u(b) National Security Letter (NSL) for consumer identifying information; provides reporting data; and, if necessary, transmits the NSL for delivery to the credit reporting company.

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

~~SECRET~~

DECLASSIFIED BY 65179 DMH/TAM/KSR/JE
ON 07-11-2007

~~SECRET~~

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

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

(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 [00/00/2005], 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 consumer identifying information relating to the consumer listed.

(U) Details: ~~(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 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 consumer identifying information for [NUMBER OF] individual(s).

(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 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 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.]

~~SECRET~~

~~SECRET~~

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

(U)

[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 paragraph in all ECs.]

(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, 00/00/2005]

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].

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~~SECRET~~

~~SECRET~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 00/00/2006

To: General Counsel

Attn: Julie Thomas
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]

(U) Synopsis: ~~(S)~~ Approves the issuance of an FCRA Section 1681v National Security Letter (NSL) for a full credit report in an international terrorism investigation; provides reporting data; and, if necessary, transmits the NSL for delivery to the credit reporting company.

(U) ~~(S)~~

~~Derived From: G-3~~

~~SECRET~~

~~SECRET~~

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

~~Declassify On: X-1~~

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

(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] 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 a full consumer credit report and all information in its files relating to the consumer listed.

(U) Details: ~~(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).

(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 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.

[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.]

~~SECRET~~

~~SECRET~~

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

[Option 1 - Invoking Nondisclosure Requirement]

(U) In accordance with 15 U.S.C. § 1681v 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 paragraph in all ECs.]

(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, 00/00/2005]

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].

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~~SECRET~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: PRIORITY

Date: 03/09/2007

To: All Divisions

Attn: ADs

- DADs
- SACs
- ADICs
- ASACs
- CDCs

b6
b7C
b2

From: Records Management
RPAS/5334

Contact: [Redacted] 202 [Redacted]

Approved By: Hooton William L
Caproni Valerie E

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 07-19-2007 BY 65179 DMH/TAN/KSP/JE

Drafted By: [Redacted]

Case ID #: 319W-HQ-A1487699-RMD

Title: PROCEDURAL AND OPERATIONAL ISSUANCES -
RECORDS MANAGEMENT DIVISION (RMD)

Synopsis: Provides immediate interim guidance related to records management of National Security Letters (NSL).

Details: The below guidance is provided as an immediate interim solution to the proper recording of NSLs.

Original signed NSLs are to be sent to the recipient. Record copies of the NSLs are to be uploaded in the investigative case file using one of the following new document types:

- NSLTSI (NSL Telephone Subscriber Information)
- NSLTTR (NSL Telephone Toll Records)
- NSLESI (NSL Email Subscriber Information)
- NSLETR (NSL Email Transactional Records)
- NSLFR (NSL Financial Records, RFPA Section 3414(a)(5))
- NSLFIL (NSL Financial Institutional Listings, FCRA 1681u(a))
- NSLCII (NSL Consumer Identifying Information, FCRA 1681u(b))
- NSLFCR (NSL Full Credit Report, FCRA 1681v)

b2

Effective Monday, March 12, 2007, modifications to the Automated Case Support (ACS) will have been completed to allow the entry of the above document types when uploading NSLs within ACS. Offices are to advise and assist those employees who upload NSLs in identifying the appropriate document type for each NSL. Offices are also to advise employees to use the originating (issuing) office of the NSL in the "From" field when uploading the NSL to ACS. For example if the [Redacted] Field Office SAC signs off issuing an NSL for a [Redacted] Field

To: All Divisions From: Records Management
Re: 319W-HQ-A1487699-RMD, 03/09/2007

Office investigative case, the "From" field in ACS should indicate [redacted] even though the Office of Origin is [redacted]

In addition, reporting capability will be available within the next several weeks which will allow offices to generate reports of NSLs created by office, within a specified date range to facilitate statistical reporting.

It should be noted this is an interim immediate solution. Records Management Division (RMD) will host a working group of Headquarters and field personnel on Wednesday, March 14, 2007, to develop a permanent solution which minimizes human error and provides the necessary statistical reporting required. Offices are invited to nominate names of conversant and well-informed participants to attend this working group or participate via video teleconference to RMD Assistant Section Chief [redacted] (via email). It is not mandatory to nominate an employee, and to ensure the working group is maintained at a reasonable number, not every nominated employee may be selected, but RMD seeks to ensure that the most affected stakeholders in this issue, the field offices, are represented in devising a resolution to this issue that is satisfactory to all.

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b6
b7C

To: All Divisions From: Records Management
Re: 319W-HQ-A1487699-RMD, 03/09/2007

LEAD(s):

Set Lead 1: (Action)

ALL RECEIVING OFFICES

Implement use of new NSL document types within ACS, assist and advise NSL records personnel in using the appropriate NSL document type for each document and to use issuing office of the NSL in the "From" field in ACS.

◆◆

~~SECRET~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 00/00/2006

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]

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]

(U) Synopsis: ~~(S)~~ Approves the issuance of an ECPA National Security Letter (NSL) for toll billing records; provides reporting data; and, if necessary, transmits the NSL for delivery to the wire communications service provider.

~~SECRET~~

~~SECRET~~

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

(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 [00/00/2006], 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, 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 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: [DELIVERING DIVISION] From: [DRAFTING DIVISION]
(U) Re: ~~(S)~~ [CASE FILE NUMBER, 00/00/2005]

[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 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: [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].

◆◆

~~SECRET~~

~~SECRET~~

FEDERAL BUREAU OF INVESTIGATION

Precedence: ROUTINE

Date: 00/00/2006

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]

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

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

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

Synopsis: (U) Approves the issuance of an ECPA National Security Letter (NSL) for electronic communications transactional records; provides reporting data; and, if necessary, transmits the NSL for delivery to the electronic communications service provider.

(U) ~~(S)~~

~~Derived From: G-3~~

~~SECRET~~

~~SECRET~~

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

~~Declassify On: X-1~~

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

(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 [00/00/2005], 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 names, addresses, lengths of service, and electronic transactional records for the [e-mail/IP] address holder(s) listed.

(U) Details: ~~(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)~~ 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 on [NUMBER OF] [e-mail/IP address(es)].

(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 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.]

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

[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 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: (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)

[COUNERTERRORISM/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 electronic communication service provider, [DELIVERING DIVISION] is requested to submit results to [DRAFTING DIVISION] and [OFFICE OF ORIGIN, if applicable].

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