

HOW TO REQUEST YOUR FEMA FILE

1. **Electronically.** You can create an online account on <http://www.disasterassistance.gov> to view your FEMA file for the disaster. The online account should allow you to see all documents that FEMA sent to you. However, you will not be able to see copies of documents that FEMA received from you (you will only see titles of documents, not the actual documents). Also, you will not be able to see FEMA inspection reports, photos, FEMA's internal notes about your file, conversation notes, or other information relating to your file history.
2. **By Mail.** In order to request a full copy of your entire FEMA file, you should send a written mail request to FEMA. A full copy of your file can contain all letters that FEMA sent to you, copies of all documents that FEMA received from you, inspection reports, internal notes about your file, and other information about your disaster assistance application.

A full copy of your FEMA file could be very helpful for you in the following situations:

- disputing or negotiating a FEMA recoupment;
- appealing a FEMA denial;
- appealing an insurance denial; and
- other situations where information in your FEMA file might help you

The following document is a template form that any recipient of FEMA disaster assistance can use to request a copy of his or her FEMA file. You can print the form, fill in the blanks, and then submit the form to FEMA in order to request a copy of your FEMA file.

You should mail the request to:

FEMA - Individuals & Households Program

National Processing Service Center

P.O. Box 10055

Hyattsville, MD 20782-8055

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FILE REQUEST

AUTHORIZATION FOR RELEASE OF FEMA RECORDS FOR DR

APPLICANT NAME: _____

FEMA APPLICATION NUMBER: _____

DISASTER NUMBER: _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

DISASTER ADDRESS: _____

CURRENT MAILING ADDRESS: _____

PHONE NUMBER: _____

1. I hereby authorize the Federal Emergency Management Agency (FEMA) to release a complete copy of my entire file in accordance with 44 CFR § 206.115(d), including but not limited to:
(1) inspection reports, (2) amounts of assistance, (3) FEMA inspector/officer notes and reports, including photos if any are on file, (4) FEMA correspondence sent to me, (5) all incoming mail sent to FEMA from me which was received and saved in my file, and (6) any other information pertaining to my FEMA claim(s) for this disaster. I specifically request that FEMA release copies of all incoming mail that was received for my file pertaining to this disaster, including appeals of recoupment efforts.

2. I first contacted FEMA about DR _____ on or about _____.

3. The file should be mailed to me at the following address:

This consent is made pursuant to and consistent with 28 U.S.C. § 1746. I declare under penalty of perjury that the foregoing is true and correct.

Signed: _____

Printed Name: _____

Date: _____