

# HOW TO Request Information



BLM  
Montana/Dakotas  
State Office

## Submit written request with the following information:

1. Full name, aliases, or other names used.
2. Current address.
3. Telephone number and contact information so we may contact you if necessary.
4. Any additional identifying information that would help us verify your identity.
5. Bureau, office, or program that maintains the requested record(s).
6. The specific system of records, and a clear description of the record(s) to be amended including date range, subject matter, contacts or persons involved, place records were created, applicable system of records, and other pertinent details. The description should be specific enough to help us locate the records.
7. A notarized statement or statement of perjury. See below.
8. Date
9. Your signature

OR

## Submit an Examination of Case/Card Record Request (Form 1274-11):

Request form through *BLM\_MT\_SO\_Information@blm.gov*; return completed form to same address.

*Once this information is received, a requester will receive a Public Inquiry (PI) number (i.e PI-MT240123). This PI number will allow requester to communicate with the processing office regarding the status of their request. All requests are processed first in first out.*

QUESTIONS? 406-896-5004

# GOOD TO KNOW

All requests must be signed and submitted under the penalty of perjury statement below or you may provide a notarized statement:

*I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above and requesting access to my records, or records that I am entitled to request as the parent of a minor or the legal guardian of an incompetent, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine, imprisonment of not more than five years, or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. § 552a(i)(3) by a fine of not more than \$5,000.*

## FEES

Cost Recovery Fees may apply for search, research, copies, and distribution of such information. Please reference the Cost Recovery Manual for a full list of fee types H-1270-2.pdf

Fees will be assessed if it is determined that more than 15 minutes is required to search/review requested records. A fee estimate will be provided and advanced payment will be required before processing the request. Requesters will have 20 working days to provide payment or the request will be administratively closed under the assumption the requester is no longer interested in the records.