**Requesting Bureau of Prisons (BOP) records:**

Please have your client fill out the following forms:

* Certification of Identity (<https://www.justice.gov/oip/page/file/1280011/download>)

Once the client has filled them out, compose a request on letterhead. Be as specific as you can and, if possible, narrow down the timeframe of the request. Oftentimes, you will receive a quicker response with a specific records request instead of an “any and all records” request.

Then, email the records request to: [BOP-OGC-EFOIA-S@BOP.GOV](mailto:BOP-OGC-EFOIA-S@BOP.GOV)

In the following days as the request is being processed, you will receive an email with a letter of acknowledgment containing a request number. You can check the status of your request using the request number at: <https://www.bop.gov/foia/#tabs-6>

**Requesting Florida Department of Corrections (DOC) Records:**

Please have your client fill out the following forms:

* Medical Records Release (<http://www.dc.state.fl.us/comm/dc4-711B.pdf>)
* Education Records Release (<http://www.dc.state.fl.us/comm/dc5-165.pdf>)

Once the client has filled them out, compose a request on letterhead and attach the signed release forms. If you do not have one, you’ll need to create a free account to access the records portal (<https://floridadoc.govqa.us/WEBAPP/_rs/(S(ruivbtbbofrqi0or4um5wt5l))/SupportHome.aspx>). Once you are able to sign in, you can fill out information about the client, upload the request to the records center, and track the request.

**Requesting Tallahassee Memorial Healthcare Records:**

Please have your client fill out the following forms:

* Release form: <https://www.tmh.org/assets/documents/patients-and-visitors/authorization-for-release-of-information.pdf>

Once the client has filled them out, compose a request on letterhead and attach the signed release form. You can fax the request to 850-431-4447. The phone number for the records department is 850-431-5454. You can also mail the request to:

Medical Records Department

Tallahassee Memorial Hospital

1300 Miccosukee Road

Tallahassee, FL 32308

**Requesting Apalachee Center Records:**

Have your client fill out the release form and write a request on letterhead. Then, fax the records request to the Records department at 850-523-3432.