DEPARTMENT OF HOMELAND SECURITY
DHS SINGLE POINT OF SERVICE REQUEST FOR INFORMATION

Procedures: When submitting requests to SPS, please ensure to fill out this form to its entirety. SPS will contact you if the form is incomplete, which may result in delays. Include any links or files mentioned in the form along with your request. If you are submitting a request containing PII, please ensure to password protect your documents. Please reach out if you have any questions or concerns.

(202) 282-9555 (STE)   766-6711 (NSTS)

NIPRnet: DHS-SPS-RFI@hq.dhs.gov   HSDN: DHS-SPS-RFI@dhs.sgov.gov   JWICS: DHS-SPS-RFI@dhs.ic.gov

REQUESTOR INFORMATION	
Full Name	Phone
Email	Requesting Agency and Component

REQUEST DESCRIPTION			
Subject/Title *Note: Do NOT include any PII*			
Identify the specific information (or support) being requested. What exact information is needed? Why is the information needed? What will be done with the obtained information and how will it be used?			
Does this information pertain to the status of a U.S. Person (USPER)?	☐ Yes	☐ No
Does this RFI contain PII?	☐ Yes	☐ No
Name of product/document related to this RFI and RFI type (N/A if not applicable) *If possible, please attach product when submitting the RFI form.*			

REQUEST DETAILS

Identify the specific resources (to include database names, analytical exchanges, message searches, and local outreach efforts) already researched or queried.

Prior to submitting this RFI, were HSIN and HELIX databases checked for any product or topic inquiries?	☐ Yes ☐ No

To assist in the identification of potential resources, please provide some background information (i.e. context, justification) as to why this request is being submitted to Headquarters DHS for action.

What is the desired level of classification?	Caveats
What is the highest acceptable level of classification for which the response may be?	Caveats

RFI COMPLIANCE AND VALIDATION

By what date is the information/support needed?

What is the date the information/support will no longer be of value?

Is the request "Urgent"?

☐ Yes   ☐ No

Additional justification is required for all "Urgent" requests. Is this a routine or priority request? Please note that "Urgent" requests are typically those needed within 72 hours of submission.

Who are the intended recipients of the information being requested?

Please list specific agencies/organizations, location name, and how the product will be delivered (electronic, physical, verbal).

Do the intended recipients include foreign entities?	☐ Yes ☐ No
Does the requestor acknowledge that they have the need to know in order to obtain this information?	☐ Yes ☐ No

Which of the following Homeland Security missions does the request BEST fall under?
Please provide a brief justification on why the request falls under the chosen mission above.

What is the nature of this RFI?	☐ Criminal ☐ Intelligence

What is the RFI type?
If you chose "other" or the RFI is requesting more than one type of response, please explain below.

Submit by Email