



**Homeland
Security**

Office of Intelligence & Analysis

Request for Information

DHS Single Point of Service



Procedures: Submit the complete form to DHS-SPS by selecting the "Submit" button and attaching any necessary source documents. Incomplete submissions (to include blank fields, overly broad or general responses, or failing to attach the required source documents) will delay response times. After receiving your request, DHS-SPS will acknowledge receipt via an e-mail which will include a tracking number. Please refer to the tracking number when corresponding with DHS-SPS. Contact us for questions concerning the form content or RFI processing.

(202) 282-9555 (STE)
766-0888 (NSTS)

NIPRnet: DHS-SPS-RFI@hq.dhs.gov

HSDN: DHS-SPS-RFI@dhs.sgov.gov

JWICS: DHS-SPS-RFI@dhs.ic.gov

1. REQUESTOR INFORMATION

| | | | |
|-------------------------|---|--------------------|----------------------|
| a. First Name: | <input type="text"/> | b. Last Name: | <input type="text"/> |
| c. Organization: | <input type="text"/> | d. Position/Title: | <input type="text"/> |
| e. Contact Information: | Primary Telephone Number: <input type="text"/> | | |
| | Alternate Telephone Number: <input type="text"/> | | |
| | Primary E-mail Address: <input type="text"/> | | |
| | Alternate E-mail Address: <input type="text"/> | | |
| | Your Organizational Tracking Number: <input type="text"/> | | |

2. REQUEST DESCRIPTION

a. Subject/Title:

b. Identify the specific information (or support) being requested.

c. By what date is the information/support needed?

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

e. Is the request "Urgent"? Yes ☐ No ☐

Additional justification is required for all "Urgent" requests.

f. Does this form or supporting attachments contain USPER information? Yes ☐ No ☐

g. Does this form or supporting attachments contain PCII? Yes ☐ No ☐

2. REQUEST DESCRIPTION (Continued)

h. Is this RFI originating from a Private Sector Partner? Yes ☐ No ☐

i. Who are the intended recipients of the information being requested? (Please list specific agencies/organizations)

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

k. 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.

l. What is the desired level of classification (including caveats)?

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m. What is the highest acceptable level of classification (including caveats) for which the response may be?

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SUBMIT

3. INTERNAL USE ONLY- DHS SPS ACTIONS TAKEN