

<b>DEFENSE TECHNICAL INFORMATION CENTER REQUEST FOR RELEASE OF LIMITED DOCUMENT</b>	DTIC CONTROL NO.	USER ROUTING
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**SECTION I - REQUESTING ORGANIZATION**

1. REQUESTING ORGANIZATION AND ADDRESS:	2. DTIC USER CODE NO.	3. DATE OF REQUEST
	4. TYPE COPY AND QUANTITY <input type="checkbox"/> Paper Copy _____ Copy(s) <input type="checkbox"/> Microfiche _____ Copy(s)	
	5. CONTRACT NUMBER	6. CONTRACT SECURITY LEVEL
7. GOVERNMENT SPONSOR AND ADDRESS (Contractors and Grantees Only)	8. METHOD OF PAYMENT (X ONE) Acct No. _____ <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX    Expires: _____ <input type="checkbox"/> Charge to my NTIS Deposit Account No: _____	
9. CONTRACT MONITOR AND TELEPHONE NUMBER (Contractors and Grantees Only)	10. NAME, TITLE, TELEPHONE OF REQUESTING OFFICIAL:	
	EMAIL	FAX NO.

**SECTION II - BIBLIOGRAPHIC INFORMATION**

11. AD NUMBER (If known)
12. TITLE, REPORT NUMBER, AUTHOR(S)

**SECTION III - REQUESTER JUSTIFICATION**

13. REQUESTER JUSTIFICATION (Explain need in detail)
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**SECTION IV - RELEASING AGENCY**

1. RELEASING AGENCY ADDRESS (If known)	2. RELEASING AGENCY DECISION (If the report was developed under the SBIR Program, refer to instruction B.8) <input type="checkbox"/> APPROVED FOR RELEASE TO THE ABOVE REQUESTER <input type="checkbox"/> DISAPPROVED. REASON FOR DISAPPROVAL _____ <input type="checkbox"/> APPROVED FOR PUBLIC RELEASE <input type="checkbox"/> DISTRIBUTION AUTHORIZED TO U.S. GOVT AGENCIES AND THEIR CONTRACTORS <input type="checkbox"/> DISTRIBUTION AUTHORIZED TO U.S. GOVT AGENCIES ONLY <input type="checkbox"/> DISTRIBUTION AUTHORIZED TO DOD ONLY <input type="checkbox"/> DISTRIBUTION AUTHORIZED TO DOD/THEIR CONTRACTORS		
FAX NUMBER			
EMAIL ADDRESS			
3. NAME/TITLE OF RELEASING OFFICIAL	TEL. NO.	5. SIGNATURE	6. DATE

## DTIC - FORM 55 INSTRUCTIONS

## A. DTIC REQUESTER (Complete Sections I, II, and III)

1. Enter your routing information in the User Routing block, if desired, for your internal control purposes.
2. Contractors and Grantees must identify in Section I their government sponsor's name and telephone number, for need-to-know purposes. Please also provide FAX number and email address.
3. Separate Form 55's must be completed for each request, unless the Releasing Agency is the same for all AD numbers requested.
4. Explain in detail your requirement for the document. Include appropriate contract information and explain need-to-know in Section III.
5. Method of payment is required. Retain a copy for your records, mail or fax to:

DEFENSE TECHNICAL INFORMATION CENTER  
ATTN: DTIC-BC (Registration)  
8725 JOHN J. KINGMAN ROAD, SUITE 0944  
FORT BELVOIR, VA 22060-6218

Commercial: 703-767-8271                      DSN: 427-8271  
FAX:                      703-767-9459                      DSN: 427-9459

DTIC will not accept any form of prepayment with this request.  
(Service charge will be made only for documents approved for release.)

## B. RELEASING AGENCY (Complete Section IV)

1. Contractor's Government Sponsor's address, name and telephone number is included in Section I (Blocks 7 & 9) for your use.
2. Indicate in Section IV, (Block 2) approval or disapproval. Also check the appropriate block, if the distribution statement should be changed.
3. It is important to complete blocks 3-6. DTIC cannot process Form 55's without a signature.
4. Please provide your FAX number and email address.
5. Retain a copy for your records. Mail or fax a copy to:

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ATTN: DTIC-BC (Registration)  
8725 JOHN J. KINGMAN ROAD, SUITE 0944  
FORT BELVOIR, VA 22060-6218

Commercial: 703-767-8271                      DSN: 427-8271  
FAX:                      703-767-9459                      DSN: 427-9459

6. Any documents needed for review can be provided free of charge. DTIC policy requires a memo for Code 5 documents (Further Dissemination Only) stating that the document is needed for review. Classified documents require a DTIC User Code before they can be ordered.
7. As directed by ODDR&E(AT/L), Releasing Agencies should complete the form and return it to DTIC within 15 days.
8. **WARNING:** If the requested information is proprietary data developed under a **SBIR contract**, it **cannot** be released outside the U.S. Government for a period of FIVE years, after acceptance of the last contract deliverable item, without the written permission of the contractor (DFAS 252-227-7018).