

Privacy Act Request to Change Record

The following information is necessary to file a Privacy Act request to change your records. Note: You or your agent may request change to records ONLY about yourself. We will not process Privacy Act requests to change records about someone else, e.g., information about your spouse, your adult child, your employees, etc.

Full name: _____

Aliases or other names used (e.g. maiden name): _____

Current address: _____

Date of birth: _____ Place of birth: _____

Daytime telephone number: _____

Email address: _____

Social security number: _____
(Optional – without it, we may not be able to locate all of your records)

The record you wish to change is a (check all that apply):

Military Police Report date on or after 7/1/1992. [Click here to view criteria used to decide if a change is warranted.](#)

Military Police Report date written before 6/30/1992. [Click here to view criteria used to decide if a change is warranted.](#)

CID Report of Investigation written before 7/1/1992. [Click here to view criteria used to decide if a change is warranted.](#)

CID Report of Investigation written after 7/1/1992. [Click here to view criteria used to decide if a change is warranted.](#)

Other record. This record is a: _____ dated: _____

Either here or on a separate sheet of paper, state specifically what you want changes in each record and why you believe the change should be made.

I understand that any falsification of this statement is punishable under the provisions of Title 18, United States Code (U.S.C.), Section 1001 by a fine of not more than \$10,000 or by 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 Title 5, U.S.C., Section 552a(i)(3) as a misdemeanor and by a fine of not more than \$5,000.

Signature _____ Date _____

A legible and original signature and a legible copy of a government-issued identification card is required. Legal representatives must additionally present an original of proof of legal representation.

Complete, print, sign and mail original of this form