

**\*\*\*\*\* YOU MUST PROVIDE A LEGIBLE COPY OF A GOVERNMENT ID AND YOU MUST SIGN AND DATE THIS FORM. YOU MAY MAIL, FAX OR E-MAIL THE FORM AND YOUR ID.**

**Privacy Act Request**

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

Describe the record(s) you seek with enough detail that they may be located with a reasonable amount of effort:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may also wish to provide prior addresses, employments, etc., which you believe may assist us in locating the information you seek:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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\***