

## 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  CID Report of Investigation Other record \_\_\_\_\_

Either here or on a separate sheet of paper, state specifically what you want changed 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 digital signature or legible signature along with a copy of a government-issued identification card is required. Legal representatives must additionally present an original of proof of legal representation.