

**REQUEST FOR INDIVIDUAL ACCESS TO RECORDS PROTECTED UNDER THE PRIVACY ACT**

If you are seeking access to your records, please provide the information below. This form may also be used by a parent or guardian of a U.S. citizen or Lawful Permanent Resident seeking access to the records of a minor or a legal guardian seeking access to the records of an individual who has been declared by a court to be incompetent.

**Information Required for Identity-Proofing and Authentication**

This information is required for the agency to verify your identity.

1. Full Name of Requester<sup>1</sup> (*Last, First, MI*)

2. Current Address

3. Date of Birth (*mm-dd-yyyy*)

4. Place of Birth

5. Citizenship Status<sup>2</sup>

6. If you are a parent or legal guardian requesting records of a minor or an individual who has been declared by a court to be incompetent

Name of Record Subject: \_\_\_\_\_

Relationship to Record Subject: ☐ Parent ☐ Custodial Guardian ☐ Legal Representation ☐ Other \_\_\_\_\_

7. **Additional Information Required to locate records**<sup>3</sup>

8. **Description of Requested Records** (*Describe what records are being requested*)<sup>4</sup>

9. **Contact Information** (*Address for receiving the requested information*)

10. **Declaration under Penalty of Perjury**

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above and requesting access to my records, or records that I am entitled to request as the parent of a minor or the legal guardian of an incompetent, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine, imprisonment of not more than five years, or both, and that requesting or obtaining any record(s) under false pretense is punishable under the provisions of 5 U.S.C § 552a(i)(3) by a fine of not more than \$5,000.

Electronic Signature

Date (*mm-dd-yyyy*)



## REQUEST FOR INDIVIDUAL ACCESS TO RECORDS PROTECTED UNDER THE PRIVACY ACT

1. Name of individual who is the subject of the record(s) sought.
2. Individuals submitting a request under the Privacy Act of 1974 must be either "a citizen of the United States or an alien lawfully admitted for permanent residence," pursuant to 5 U.S.C. Section 552a(a)(2). Requests will be processed as Freedom of Information Act requests pursuant to 5 U.S.C. Section 552, rather than Privacy Act requests, for individuals who are not United States citizens or aliens lawfully admitted for permanent residence.
3. This information is required for the agency to be able to match the individual's information provided in this request with the records that pertain to that individual. Although not required, information such as social security number, permanent resident ("green card") number, passport number and other personal identifying information will assist the Department in matching the individual's information provided in this request with the records that pertain to that individual.
4. Requests for access should describe the requested record(s) in sufficient detail to permit identification of the record(s). At a minimum, requests should include the individual's full name (including maiden name, if appropriate) and any other names used. Helpful data includes the approximate time period of the record and the circumstances that give the individual reason to believe that the Department maintains a record under the individual's name or personal identifier, and, if known, the system of records in which the record is maintained.
5. For a complete list of the Department's records collections systems, go to the System of Records Notices (SORN) page:  
<https://www.state.gov/system-of-records-notices-privacy-office/>

### **Privacy Act Statement**

In accordance with 22 CFR § 171.22 (c) personal information sufficient to identify the individuals requesting access to records under the Privacy Act of 1974, 5 U.S.C. § 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of the U.S. Department of State's systems of records are not wrongfully disclosed by the Department. The information on this form will only be used to verify identification and will not be shared with other offices or agencies. More information on the Routine Uses for the system can be found in the System of Records Notice State-35, **Information Access Program Records**.<sup>5</sup> Requests will not be processed if this information is not furnished. False information on this form may subject the requester to criminal penalties under 18 U.S.C. § 1001 and/or 5 U.S.C. § 552a(i)(3).