

## **For Submitting Privacy Requests**

If you are seeking records on yourself, this is a Privacy Act request and you will need to provide proof of identity. At this time, all Privacy Act request must be submitted by mail directly to the appropriate Requester Service Center.

NOTE: Air Force-affiliated requesters, to include military and civilian employees, should not use government equipment, supplies, stationery, postage, telephones, or official mail channels to make FOIA requests. Requests should be made through personal e-mail or postal service.

### **This is the information required on an identity verification form:**

- Person name and phone number
- Address
- Relationship
- Who the request is regarding (name of individual, if not yourself, or investigation)
- Name
- SSN ((provide the SSN of the individual to whom the request is pertaining to is voluntary). It will be used to facilitate the identification of records. Without the SSN, we may be unable to locate the records requested)

Statement: Under the Freedom of Information Act/Privacy, I am requesting information regarding the above names individual or file. (If the information is in regards to a minor, are you're the legal guardian?) (Please provide additional information, if needed).

Penalty of Perjury Statement: 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 (requester) and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. section 1001 by a fine of not more than \$10,000.00 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 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.00.

**NOTE:** For each of the statements above a signature is required (Do Not Print). Fax or mail the form OR you can scan the form with your signature, then e-mailing it will suffice.

**This statement is required if someone is asking for Privacy Act Information about themselves:**

Requester Name (printed)

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 (requester) and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. section 1001 by a fine of not more than \$10,000.00 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 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.00.

Requester Signature and Date:

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**This statement is required if someone is authorizing another person (Third Party) to receive Privacy Act Information about them:**

I Name (printed) authorize release of my information which is protected under the privacy act to: Name (printed)

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 (requester) and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. section 1001 by a fine of not more than \$10,000.00 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 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.00.

Requester Signature and Date: