

PRIVACY ACT INFORMATION REQUEST

(NOTE: Use of this form is recommended, but is not mandatory)

To request information or to amend records covered by the Privacy Act of 1974, please complete the appropriate items in Part I and establish identity in accordance with instructions on Reverse Side of this form. Retain a copy for your records. Submit signed and completed Privacy Act Request Information form and a copy of identification to the U.S. Department of Energy Privacy Act Office in accordance with instructions on Reverse side of this form. Requests may also be submitted to a Privacy Act Officer at a Field Location or National Lab. NOTE: Records will be provided in Adobe PDF format and copied to a CD-ROM unless the requester states a preference for paper copies.

Part II is For Agency Use Only. FALSE STATEMENTS SUBJECT TO CRIMINAL PENALTIES. PLEASE SEE REVERSE SIDE.

PART I - REQUESTER (Please Print)	
Action Requested: Access Amendment Copies Correction	
Full name of requester:	Requester's Relationship to the individual who is the subject of the records Parent of a Minor Legal guardian Third-party representative authorized by the individual Member of Congress _____ (name and state)
Name of individual whose record(s) are requested:	Requester's Mailing Address:
Program Office, Staff Office, Field Site or Lab that you are requesting records from:	Preferred Method of Contact: Requester's Telephone No. (Include Area Code): Requester's Email:
Date of Request:	Requester's Social Security Number (SSN):
Check the type of records you are requesting: Personnel Security Clearance Files Payroll/Leave Records Administrative Review Files Training Records Grievance Files Medical Personnel Records X-Ray Reports Radiation Exposure Report Occupational and Industrial Records Other If "other" is checked, please describe the type of records you are requesting:	
Is there a range of dates that should be examined for records?: to	Give any identifying data that would help locate the record (e.g., maiden name; badge number; occupational license number, time and place of employment, etc.):
To verify my identity for Privacy Act purposes: I have completed and signed this form. I have enclosed a copy of a document containing my photograph and signature; or two documents containing my name and signature, one of which contains my current address and date of birth, such as a driver's license or passport, etc.; or I have provided in person, a copy of a document containing my photograph and signature; or two documents containing my name and signature, one of which contains my current address and date of birth, such as a driver's license, passport, or voter registration card, etc.; or I am a representative authorized by the individual whose records are being requested. I have submitted a notarized authorization letter indicating the individual has given permission to act on their behalf.	
Requester's Signature:	
PART II - FOR AGENCY USE ONLY	
Proof of Identity witnessed in person before: (Name, Title, Location): Form of Identity: - Driver's License - Passport - _____	Case Number: Action assigned to/ Date: Due Date of Response to Requester:

OMB Disclosure Statement

Public reporting burden for this collection of information is estimated to average .33 hours per response, including the time for reviewing instructions. Send comments regarding this estimate or any other aspect of this information, including suggestions for reducing this burden, to Chief Privacy Officer (IM-23), Office of the Chief Information Officer, U.S. Department of Energy, Washington, DC 20595; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1700), Washington, DC 20503.

Section 5 USC 55a (i) – Criminal Penalties:

- (1) Any officer or employee of an agency, who by virtue of his employment or official position, has possession of, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established there under, and who knowing that disclosure of this specific materials is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e) (4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

Other Penalties:

A person who falsely or fraudulently attempts to obtain records under the Privacy Act, Title 5 U.S.C. Section 55a, may also be subject to prosecution under other criminal statutes such as 18 U.S.C. 494, 495, and 1001.

Ways to Submit a Privacy Act request:

- (1) By Mail: The U.S. Department of Energy, Privacy Act Request Office, Room GB-172/FORS, 1000 Independence Avenue, S.W., Washington, D.C. 20585; or
- (2) By Fax: 202-586-8151 Attn: Privacy Act Request.
- (3) At a DOE Field Location: Individuals may make arrangements with the appropriate Privacy Act Officer to submit a Privacy Act request at a Field Office or National Lab location. Contact information for local Privacy Act Officers may be accessed here: [\[link\]](#)

Establishing Valid Identification of Individual Making Request Under the Privacy Act:

Pursuant to 10 CFR, § 1008.4 (b) (1) and (b) (2), an individual making a request may establish identity by:

- (1) Including with the request, if submitted by mail, a photocopy of two identifying documents bearing name and signature, one of which shall bear current home or business address and date of birth; or
- (2) Appearing at the appropriate DOE Headquarters or Field location during business hours and presenting either of the following:
 - (i) One identifying document bearing the individual's full name, photograph, and signature; or
 - (ii) Two identifying documents bearing the individual's full name and signature, one of which shall bear their current home or business address and date of birth.
- (3) If the individual making the request is unable to produce satisfactory evidence of identity, the individual making the request may be required by the Privacy Act Officer to submit a notarized statement attesting to his identity and his understanding of the criminal penalties provided under section 1001 of title 18 of the United States Code for making false statements to a Government agency and under subsection (i) (3) of the Act for obtaining records under false pretenses.

Privacy Act Statement

Authority: *The Privacy Act of 1974 (5 U.S.C. § 552a) and 10 CFR § 1008.7 authorizes the collection of this information. The information provided through this form is covered by a DOE Privacy Act system of record, DOE-55, Freedom of Information and Privacy Act (FOIA/PA) Request for Records, which is located in volume 74 of the Federal Register, pages 1059-1061, published on January 9, 2009.*

Purpose: *DOE will use this information to search for records pertaining to a specific individual when a Privacy Act information request is submitted by that individual or by an authorized representative on behalf of that individual.*

Routine Uses: *This information will be used by and disclosed to DOE personnel, contractors, or another federal agency who will need the information to locate records responsive to your request. DOE may disclose this information in courts or in administrative proceedings, to the tribunals, counsel, other parties, witnesses, and the public (in publicly available pleadings, filings, or discussion in open court) if the disclosure is relevant and necessary for the proceeding and compatible with the purpose for which the Department originally collected this information. Additionally, this information may also be disclosed to members of Congress making requests on behalf of a constituent. This information may be provided to DOE employees or contractors who have a need for the information in the performance of their duties or to fulfill contact requirements, pursuant to the purpose established in DOE-55.*

Disclosure: *Furnishing this information (including additional identifying data) is voluntary; however, failure to furnish the requested information may delay or increase the difficulty of locating records responsive to your request.*