**Sample Privacy Act Request Letter**  
Dear Privacy Act Officer,   
  
This is a request under the Freedom of Information Act, 5 U.S.C. § 552, and the Privacy Act, 5 U.S.C. § 552a, for copies of **description of the records you seek**. In an effort to assist with your search for these records, I am providing the following additional information about myself:   
  
**Full Name** **(or other names used):**

**Address:**

**Telephone:**

**Email:**

**Relationship:**

**Who the request is regarding (name of individual, if not yourself, or investigation):**

**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):

**Country of Citizenship** (or if you are an alien lawfully admitted for permanent residence in the U.S.):

**This statement is required if someone is asking for Privacy Act Information about themselves**:   
  
Requester Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**your name**)   
  
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.

**OR**

**This statement is required if someone is authorizing another person (Third Party) to receive Privacy Act Information about them:**   
  
I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**name of person whose information is being sought**) authorize release of my information which is protected under the Privacy Act to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**name of person seeking information**)  
  
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.  
  
If you deny all or any part of this request, please cite each specific exemption you think justifies your refusal to release the information and notify me of appeal procedures available under the law.   
  
  
Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wet Signature of Requester (**REQUIRED**) and Date

**All Privacy Act requests must be submitted by mail, any Privacy Act request submitted via email or fax will not be processed.**

**U.S. Postal Mailing Address:**

USCYBERCOM/J0 FOIA-PA Requester Service Center  
9800 Savage Rd.,

Suite 6171  
Fort George G. Meade, MD 20755

**NOTE: U.S. Cyber Command-affiliated requesters, to include military and civilian employees:**

1) Should not use government equipment to include supplies, stationery, postage, telephones, or official mail channels to make FOIA requests, and

2) May not use government time to make FOIA requests. Requests should be made through personal email or postal service during your own time.