

Sample Privacy Act Request
[Based on House of Representatives Citizens Guide]

Privacy Act or Freedom of Information Officer

Name of Agency

Address of Agency

City, State, Zip Code

Re: Privacy Act and Freedom of Information Act Request for Access

Dear [insert name],

This is a request under the Privacy Act of 1974, 5 U.S.C. 552a, and [Optional] the Freedom of Information Act, 5 U.S.C. 552.

I request a copy of any records [or specifically named records] about me maintained at your agency.

[Optional] To help you to locate my records, I have had the following contacts with your agency: [mention job applications, periods of employment, loans or agency programs applied for, etc.].

[Optional] I am willing to pay fees for this request up to a maximum of \$----. If you estimate that the fees will exceed this limit, please inform me first. NOTE: Some agencies do not charge for Privacy Act requests.

[Optional] Enclosed is [a notarized signature or other identifying document] that will verify my identity.

[Optional] I have also included an e-mail address and a telephone number at which I can be contacted, if necessary, to discuss any aspect of my request. Thank you for your consideration of this request.

Sincerely,

Name

Address

City, State, Zip Code

Telephone number [Optional]

E-mail Address [Optional]