Privacy Act Request Form

*Items marked with an asterisk (*) are required for this to be a complete Privacy Act Request. Please write legibly so that we may understand your request.*

*Name:___________________________________________________________
  ○ Mr.
  ○ Ms.

*Your street address:___________________________________________________________

*Your City, State, and Zip Code:___________________________________________________________

*Today’s Date:___________________________________________________________

National Geospatial-Intelligence Agency
Attn: Privacy Act Requester Service Center
7500 GEOINT Drive, MS S01-EGM
Springfield, VA 22150-7500

Dear Privacy Act Program Manager:

This is a request under the Privacy Information Act:

*I request that a copy of the following documents (or documents containing the following information) be provided to me. Identify the documents or information as specifically as possible. If applicable, a request for an investigation should include the investigation type, approx. dates, your involvement in investigation, and the subject of investigation. If your description requires additional space, please attach a separate page to complete this request.*

*Please indicate if you are a current NGA employee or have been employed by this agency in the past. Yes ______ No ______

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*Please be advised that fees will be charged for duplication. Maximum amount you are willing to pay for duplication of records responsive to your request, ____________.
Providing your birthdate, SSN and proof of identification is voluntary; however, without them, we may not be able to locate the records you are requesting.

Social Security Number: ___________________ Phone: ___________________

Email Address: ___________________________ Date of Birth: ___________________

DAY    MONTH    YEAR

*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 below. 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 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.

____________________________________________________________________________

* TYPED/PRINTED FULL NAME

*SIGNATURE    * DATE