

**U.S. DEPARTMENT OF ENERGY  
RICHLAND OPERATIONS OFFICE AND OFFICE OF RIVER PROTECTION**

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**PRIVACY ACT STATEMENT**

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Pursuant to Section 552 and 552a of Title 5 of the U.S. Code and 10 CFR 1004 and 10 CFR 1008, this information is maintained in Department of Energy Privacy Act System of Records DOE-55 Freedom of Information and Privacy Act Requests. The purpose for collection of personal information from individuals requesting copies of records from the Department of Energy (DOE) under the provisions of the FOIA and the Privacy Act is to record, control, and determine the status of FOIA and Privacy Act requests; produce statistical reports; and provide a data source for management information. The categories of information collected include the name address, and telephone number of the person requesting records; a description or identification of the records requested, including but not limited to social security numbers or other personal identifying information; and fee data. Records may be retrieved by name of requester and an assigned request control number. Access is limited to those whose official duties require access to records in this System. This information may also be disclosed as a routine use to another Federal agency when consultation or referral is required to process requests; a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member with respect to the subject matter of the record; and to Department of Energy contractors in the performance of their contracts and their officers and employees who have a need for the record in the performance of their duties. Additional disclosures of this information may be made as a routine use in court or administrative proceedings when such disclosure is: (1) relevant to, and necessary for, the proceeding; (2) is compatible with the purpose for which the Department collected the records; and (3) the proceedings involve; (a) the Department, its predecessor agencies, current or former contractors of the Department, or other United States Government agencies and their components, or (b) a current or former employee of the Department and its predecessor agencies, current or former contractors of the Department or other United States Government agencies and their components, who is acting in an official capacity, or in any individual capacity where the Department or other United States Government agency has agreed to represent the employee.

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**PRIVACY ACT INFORMATION REQUEST**

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I, (please print) \_\_\_\_\_, hereby request information pursuant to the Freedom of Information Act and/or Privacy Act. I verify that the information I am requesting pertains to me. I have attached a copy of one piece of identification which includes my signature and one piece of identification which includes my current address (e.g. driver's license, Social Security card, passport, State issued identification card, etc.)

I declare, under penalty of perjury, that the following information is correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone Number (Please include Area Code)

(Please print)

**REQUESTOR INFORMATION**

1. Mailing Address  
(Street or P.O. Box, City, State and Zip Code)

2. Social Security Number:

3. Date of Birth:

3a. Place of Birth (City, State):  
(Only required when requesting your DOE personnel security file)

4. Describe Record(s) Requested:

4a. Additional information that could help locate records:  
(i.e. maiden name, contractor(s) or period of employment)