

**DECLARATION OF IDENTITY FOR  
FREEDOM OF INFORMATION AND/OR PRIVACY ACT REQUESTS**

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 photocopy of two (2) identifying documents bearing my name and signature (one of which states my current home address and my date of birth).**

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Telephone number: \_\_\_\_\_ (home) \_\_\_\_\_ (cell)

Description of records you are requesting, for example, medical record, personnel record, etc. Please include any other information that could be used to assist in the search for records, for example, payroll number(s), employee identification number(s), badge number, all the names you have used, name of past or present employer/location of facility, and dates of employment if known:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand the criminal penalty in the Privacy Act for requesting or obtaining access to records under false pretenses (5 U.S.C. 552a(I)(3)) and I declare under penalty of perjury (18 U.S.C.1001) that the information I have provided is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Upon completion of this form, please return to: FOIA/PA Officer, U.S. Department of Energy, RL and ORP, P.O. Box 550, Mailstop H5-20, Richland, WA 99352.

**-This form is considered Official Use Only when filled out-**  
Privacy Act Statement is located on next page.

## Privacy Act Statement

Pursuant to 5 U.S.C. 552, 5 U.S.C. 552a and Departmental regulations 10 C.F.R. 1004 and 10 C.F.R. 1008, information which pertains to you is maintained by the Department of Energy in a System of Records authorized by the Privacy Act. Personal information is collected from individuals requesting copies of records from the Department of Energy (DOE) under the provisions of the FOIA and the Privacy Act 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; a description or identification of the records requested, including but not limited to social security numbers or other personal identifying information; and allowable fees data. Records may be retrieved by name of requester, subject matter, social security number, and/or an assigned request control number. Access is limited to those whose official duties require access to records in this System. Your personal information may be disclosed by the Department of Energy in accordance with the agency's publication of its systems of records, authorized uses and routine use exceptions. See: Department of Energy's Publication of Compilation of Privacy Act Systems of Records, 74 FR 994 (2009). In particular, your personal information may be disclosed as a routine use to another Federal agency when consultation or referral is required to process requests; to 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; 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; and when it is suspected or confirmed that the security or confidentiality of information in the system of records has been compromised. Additional disclosures of your personal 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) 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/are 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. Additional requirements of this System are found in the Department of Energy's Publication of Compilation of Systems of Records, 68 FR 38756 (2003).