



### Privacy Act Request Instructions

- Provide your complete name and mailing address.  
(Telephone, Fax and email addresses are optional.)
- Provide any identifying data that will help us locate information about you, for example your date and place of birth, social security number, former addresses or localities.
- If you are interested in records pertaining to a particular incident you were involved in, please describe it.
- You **must** sign your request and have it **notarized or state**, "Under penalty of perjury, I hereby declare that I am the person named above and I understand that any falsification of this statement is punishable under the provisions of Title 18, United States Code (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 Title 5, U.S.C., Section 552a(i)(3) as a misdemeanor and by a fine of not more than \$5,000." You may use the:

**Privacy Act Request Form**

- State how much you are willing to pay for duplication fees if any are assessed.
- Mail your request to: Federal Bureau of Investigation  
Record Information/Dissemination  
Section (RIDS)  
Service Request Unit, Room 6359  
935 Pennsylvania Avenue, N.W.  
Washington, D.C. 20535