

**U.S. DEPARTMENT OF ENERGY
 PRIVACY ACT INFORMATION REQUEST**
 (NOTE: Use of this form is recommended, but is not mandatory)

INSTRUCTIONS: To Request Information or Action Under the Act, complete appropriate Items in Part I. Retain Canary Copy; Submit others to U.S. Department of Energy. Part II is For Agency Use Only. FALSE STATEMENTS SUBJECT TO CRIMINAL PENALTIES. SEE REVERSE SIDE.	DEPT. FACILITY <hr/> CONTROL NO.
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(Please Print)	PART I -- REQUESTER	(Please Print)
1. Name of Individual whose record(s) is sought:	5. Action Requested:	
2. Individual whose record(s) sought is:		
3. Describe Record Requested (Give record system name and number, if known):		
4. Give any identifying data that would help locate the record (e.g., maiden name, occupational license number, period or place of employment, etc.):		
6. Requester's Relationship:	7a. Requester's Name:	
7b. Requester's Address:	7c. Requester's Telephone No.: (Include Area Code)	
7d. Requester's Signature:	8. Date of Request:	

PART II -- FOR AGENCY USE ONLY

Proof of identity established in person before (Name, title, location):	Received by: <hr/> Date request received: <hr/> Action assigned to: Date: <hr/> Due date of response to Requester:	Fee data: Amount due \$ Date Received <hr/> Non-collectable costs:
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Copy Distribution: Requester keeps Canary copy; sends others to Department. (Privacy Officer keeps Pink; sends others to Action Office, which retains Gold copy and returns White to Privacy Officer for signature.)

OMB Disclosure Statement

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this estimate or any other aspect of this information, including suggestions for reducing this burden, to Office of Information Management, Records Management Team, HR-424, U.S. Department of Energy, Washington, DC 20874-1290; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1700), Washington, DC 20503.

Section 5 USC 552a (I) - Criminal Penalties

- (1) Any officer or employee of an agency, who by virtue of his employment or official position, has possession, or access to, agency records which contain individually identifiable information the disclosure of which is prohibited by this section or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the notice requirements of subsection (e) (4) of this section shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

OTHER PENALTIES

A person who falsely or fraudulently attempts to obtain records under the Privacy Act may also be subject to prosecution under other criminal statutes such as 18 U.S.C. 494, 495, and 1001.

Privacy Act Statement

Title 5 U.S.C. Section 552a(b) and (d) authorizes collection of this information. The uses of this information are for establishing the requester's identity and for authorizing agency personnel to locate and review records which are located in a system of records.