

## **Validation Checklist for Requests for Personal Information**

In order to process a request for personal information, the Department of State requires the following:

- \_\_\_ **Full Name (and any aliases) of the individual who is the subject of the request.**
- \_\_\_ **Date of Birth**
- \_\_\_ **Place of Birth (city and state/country)**
- \_\_\_ **An adequate description of the records you are seeking**
- \_\_\_ **Timeframe**
- \_\_\_ **Origin of the records**
- \_\_\_ **Original, Notarized Signature or Under Penalty of Perjury Statement\***
- \_\_\_ **Third Party Authorization (if applicable)\*\***
- \_\_\_ **Visa type (if applicable)†**
- \_\_\_ **Citizenship Status**
- \_\_\_ **Current Address**

\* The Department cannot accept requests for personal records without an original notarized signature or signature with “I declare, certify, verify or state, under penalty of perjury under the laws of the United States of America that the foregoing is true and correct”. This statement must be signed, dated, and bear an original signature. We cannot accept a copy or facsimile.

\*\* If you are requesting information on behalf of an individual, the Department also requires a statement authorizing you to receive the subject’s personal information. You may submit the authorization on your letterhead or plain paper but **DO NOT submit Third Party Authorizations on the Department of Justice or U.S. Citizenship and Immigration Services forms**. Those forms only authorize the release of records from their respective agencies, not the Department of State. If you cannot provide the authorization please state so; note, however, that the possibility of obtaining documents will be severely limited as a result.

† If you are requesting information regarding visas, we must have authorization and original signatures for both the petitioner and beneficiary.