Privacy Act (Routine Use) Request Form

Privacy Act System of Records Manager
Provost Marshall's Office

PHONE: (   )
FAX: (   )

1. Requestor information: _____
<div align="center">(NAME & LAST FOUR DIGITS SSN)</div>

_____
<div align="center">(MAILING/PSC ADDRESS)</div>

_____

_____
<div align="center">(TELEPHONE NUMBER & E-MAIL)</div>

2. Pursuant to provisions established by the (b)(3) exception of the Privacy Act (5 U.S.C. § 552a) and the routine use established under Privacy Act System of Records Notice NM05580-1, I seek access to the Incident Report pertaining to:

_____
_____
_____

3. I am a party to the incident that is the subject of the requested Incident Report, an insurance representative to a party, or attorney representing a party and require this information for the purpose of (must be for a claim adjudication or similar litigative action):

_____
_____
_____

4. With regard to delivery of the records I have requested,

_____   Please forward responsive records to the above address
_____   I wish to pick up responsive records

5. I declare under penalty of perjury that the foregoing is true and correct. Executed on _____.
<div align="right">(Date)</div>

Sincerely,

_____
<div align="center">(SIGNATURE)</div>

_____
<div align="center">(PRINT NAME)</div>

PRIVACY ACT ADVISORY

AUTHORITY: 5 U.S.C. 301, Departmental Regulations and 5 U.S.C. 552a, Privacy Act, 10 U.S.C. 5041, Headquarters, Marine Corps; E.O. 9397, November 1943 (SSN); and Secretary of the Navy Instruction 5211.5E, Department of the Navy Privacy Program.

PURPOSE: To track, process, and coordinate all Privacy Act requests from receipt to response; to compile statistics for the Annual FOIA Report; to research and respond to Privacy Act requests; to maintain case files to comply with records disposal requirements; and to maintain an administrative record to support any litigation.

ROUTINE USE: The information will be used to perform a search for records by this office or other government agencies and may be released to other Department of Defense components or personnel who have a need for the information in the performance of their official duties.

DISCLOSURE: Voluntary. However, failure to provide this information may result in our inability to locate requested records and may result in your request not being processed.