

**REQUEST FOR ACCESS/RECORDS CONTAINED IN A PRIVACY ACT  
SYSTEM OF RECORDS**

I, \_\_\_\_\_, am requesting access/records contained in a Privacy Act System of Records. I am requesting the following information:

If this request is only for access, the request will be processed in accordance with the provisions of 5 U.S.C 552a, Privacy Act. If this request is also for copies of records, it will also be processed in accordance with the provisions of 5 U.S.C. 552, Freedom of Information Act.

One of the following items is required for contact purposes and processing purposes. (***This cannot be agency information.***)

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Information provided by: \_\_\_\_\_

Date: \_\_\_\_\_

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The collection of the information requested is authorized by 5 U.S.C., Section 552. The primary use of the information requested is only used as a means to contact the requester for clarification of any issues, and for the ability to provide any copies requested. The information above is not mandatory, however, failure to provide the information identified will result in our inability to properly process the request. This request is covered by two Privacy Act System Notices, Interior/OS-57 and Interior/OS-71. Unauthorized disclosure of the above information may subject to both civil and criminal penalties as provided for in 5 U.S.C. 552a.