



REQUEST FOR INDIVIDUAL ACCESS TO RECORDS PROTECTED UNDER THE PRIVACY ACT

If you are seeking access to your records, please provide the information below. This form may also be used if you are the parent seeking access to the records of a minor or the legal guardian seeking access to the records of an incompetent.

Privacy Act requests submitted to the U.S. Department of the Interior (DOI) must meet the requirements of the Privacy Act of 1974, 5 U.S.C. 552a, and DOI Privacy Act regulations, 43 CFR Part 2, Subpart K. Completed forms and documentation may be submitted to the Privacy Act System Manager identified in the applicable system of records notice (SORN) or the Associate Privacy Officer at the DOI bureau of office where the records are located. DOI bureau and office mailing and email contact information are available at <https://www.doi.gov/privacy/contacts>. Privacy Act requests may also be submitted via email to DOI_Privacy@ios.doi.gov; or by mail to the DOI Privacy Office, 1849 C St NW, Room 7112, Washington, DC 20240, Attention: Privacy Act Request.

The completed form must be signed electronically by using Adobe Acrobat Reader Fill and Sign, or by typing your name in the signature fields, or may be printed and signed by the requestor prior to submission. Requests seeking access to Privacy Act records are subject to verification of identity to protect individual privacy and ensure confidential Privacy Act information is not improperly released. Please note that we may contact you if we need further information to verify your identity or to process your request. You should keep a copy of your request as a reference for further correspondence.

Information Required for Identity-Proofing and Authentication

This information is required for the agency to verify your identity.

Full Name	
Email Address	
Current Address	

Information for Request by Parent or Legal Guardian *(if applicable)*

Name of Record Subject	
Relationship to Record Subject	

Additional Information Required to Locate the Record(s)

This information is required for the agency to be able to match an individual's information provided in this request with the records that pertain to that individual.

Provide information to identify the record subject such as Alias, Other Names Used, Date of Birth	
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Description of Requested Records

Provide the DOI bureau, office, or program that maintains the requested records, the applicable system of records notice (e.g., DOI-16, Learning Management System), and a clear description of the record(s) including date range, subject matter, place records were created, and other pertinent details. The description should be specific enough to help us locate the records you are seeking.

Contact Information**Address for Receiving Records****Signature**

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named above and requesting access to my records, or records that I am entitled to request as the parent of a minor or the legal guardian of an incompetent, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine, 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 5 U.S.C. § 552a(i)(3) by a fine of not more than \$5,000.

Signature**Date**

Privacy Act Statement: In accordance with 43 CFR Part 2, Subpart K, personal information sufficient to identify the individuals requesting access to records under the Privacy Act of 1974, 5 U.S.C. § 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of DOI systems of records are not wrongfully disclosed by DOI. Information will be used by DOI officials to process Privacy Act requests and may be disclosed externally to: the National Archives and Records Administration, Office of Government Information Services for compliance with Freedom of Information Act requirements, a debt collection agency for collecting debts owed for processing the Privacy Act requests, another Federal agency to assist in responding to a request, or other organizations as authorized under the Privacy Act or outlined in the routine uses in DOI-57, Privacy Act Files, 81 FR 45527 (July 14, 2016), 86 FR 50156 (September 7, 2021), which may be viewed at <https://www.doi.gov/privacy/sorn>. Providing information is voluntary. Requests will not be processed if this information is not furnished. False information on this form may subject the requester to criminal penalties under 18 U.S.C. § 1001 and/or 5 U.S.C. § 552a(i)(3).

Records Disposition: Temporary, DAA-0048-2013-0001-0001 (DRS 1.1.0001) – Short Term Administration Records. Cutoff after date of reply. Destroy 3 year after cutoff. When a request is denied, or appealed, for Privacy Act amendments, or any erroneous releases: Temporary, DAA-0048-2013-0001-0002 (DRS 1.1.0002) – Long Term Administration Records. Cutoff after upon agency agreement to amend, final determination by agency, on expiration of time in which a requestor can file suit, or on final adjudication by the courts, whichever is later. Destroy 7 years after cutoff.

Paperwork Reduction Act Statement: In accordance with the Paperwork Reduction Act (44 U.S.C. 3501, et seq.), the U.S. Department of the Interior collects information necessary for complying with the mandatory OMB M-21-04 templates for individuals to submit requests for accessing and consenting to the disclosure of records protected under the Privacy Act of 1974, as amended, 5 U.S.C. 552a. Information requested in this form is required to obtain or retain a benefit. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. OMB has approved this collection of information and assigned Control No. 1093-0013.

Estimated Burden Statement: We estimate public reporting for this collection of information to average 15 minutes, including time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of the form to the Department Information Clearance Officer, U.S. Department of the Interior, 1849 C Street, Washington, DC 20240, or via email at DOI-PRA@doi.gov. Please do not send your completed forms to this address.