

Federal Law Enforcement Training Centers Medical Records Request Form

LAST NAME:	FIRST NAME:	MI:
SSN:	DATE OF BIRTH:	YR. OF INJURY:
PHONE: OFFICE:	HOME:	CELL:
EMAIL:	COPY OF DRIVERS LICENSE ATTACHED YES <input type="checkbox"/>	
CLASS:	SEX (CHECK ONE) MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	

This is to affirm/declare that I request access to medical records maintained by the Federal Law Enforcement Training Centers (FLETC) which pertain to me. I understand that knowingly or willfully seeking or obtaining access to records about another person under false pretenses is punishable by a fine of up to \$5,000. I hereby declare under penalty of perjury that the foregoing is true and correct.

I request that all my located medical records be forwarded to me at the following address:

ADDRESS: _____

SIGNATURE: _____ DATE: _____

PLEASE PROVIDE A COPY OF A VALID DRIVER'S LICENSE FOR SIGNATURE VERIFICATION.

Penalty under 5 U.S.C. 552a (i) (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. Additionally, while not specified in the law, the individual whose privacy is violated can seek civil damages against the person who requested the records under false pretenses.

PRIVACY ACT NOTICE

The authority for collection of information including Social Security Number (SSN) is derived from 5 U.S.C. Section 301, 5 U.S.C. Section 4101 et seq., Executive Order No. 11348, and DHS Delegation Number 7050. The SSN is required to identify and retrieve health care records. If you furnish none of the information requested, the government will be unable to process your request. If you furnish only part of the information required, an attempt will be made to process your request. If the information withheld is found to be essential to effectively locating your records, you will be so informed.

This all inclusive Privacy Act Statement will apply to all requests for health care records and will become a permanent part of your health care record.

NOTE: Medical requests are processed on a first-come, first-served basis. The average processing time for Medical requests is four weeks.