

INFORMATION NECESSARY FOR NOTARIZED PRIVACY ACT REQUEST

For a notarized request you should include a certification of your identity (1), made before a duly commissioned notary public of any state or territory (or similar official if the request is made outside the United States). You must sign and date the request, and the notary must swear to your identity by providing the appropriate information (2).

(1) Sample certification of identity statements for use by record subject:

I, _____, do hereby certify that I am the individual about whom the record(s) requested in this letter pertain(s).

(2) Sample Notary Form:

In the County of _____

State of _____

On this ___ day of _____, 19____, _____ (fill in name of requester), who is personally known to me, did appear before me and sign the above certificate.

Signature of Notary Public

Date

(S) My commission expires on _____

**INFORMATION NECESSARY FOR PRIVACY ACT REQUEST
MADE UNDER PENALTY OF PERJURY**

Your request should include a certification of your identity (1), a statement under 28 U.S.C. 1746 (2), and must be signed and dated.

(1) Sample certification of identity statements for use by record subject:

I, _____, do hereby certify that I am the individual about whom the record(s) requested in this letter pertain(s).

(2) The following statement, issued under 28 U.S.C. 1746, may be used in lieu of notarization:

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 I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. Section 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretences is punishable under the provisions of 5 U.S.C. 552a(i)(3) by a fine of not more than \$5,000.

Signature

Date