

**Sample Privacy Act Request**

[remove this title and comment if you opt to use this resource!]

[INSERT DATE], 2025

Via U.S. Mail

**[INSERT AGENCY NAME]**  
**[INSERT AGENCY ADDRESS]**

**RE: Privacy Act Access Request**

Dear Privacy Officer or Coordinator:

In accordance with the Privacy Act, 5 U.S.C. § 552a(d)(1), I request copies of (1) all records about or pertaining to me in the possession or control of the **[INSERT AGENCY NAME]**, and (2) all records about or pertaining to me contained within any system of records in the possession or control of **[INSERT AGENCY NAME]**, including any records or information about or pertaining to me that is contained in a copy, made or received by an employee or contractor of **[INSERT AGENCY NAME]** or other **[INSERT AGENCY NAME]**-affiliated individuals.

Additionally, pursuant to 5 U.S.C. § 553a(c)(3), I request that you provide an accounting of the date, nature, and purpose of any disclosures that you, your agency, or your organization have made under 5 U.S.C. § 552a(b) providing access to a record about me to another person, organization, or agency, including within the **[INSERT AGENCY NAME]**.

I further request that you confirm that **[INSERT AGENCY NAME]** or other **[INSERT AGENCY NAME]**-affiliated individuals will comply with the requirement of 5 U.S.C. § 553a(e)(7), that no agency may maintain records cross-referenced with information about how I have exercised rights guaranteed by the First Amendment unless expressly authorized by statute or unless pertinent to an authorized law enforcement activity.

To facilitate your response, I provide below my contact information and an itemized list of the records sought:

Full name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

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[Insert Name Here]

Preferred email address: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Records requested pertaining to me containing my name, or the identifying number, symbol, or other identifying particular assigned to me:

- SF-50s
- Official performance evaluations or appraisals
- Awards and citations
- Records relating to my most recent promotion
- Official position descriptions for position held
- Records pertaining to service computation
- Record pertaining to service at other federal agencies
- Total Compensation Reports or other records summarizing all pay and benefits, including government contributions
- Earnings and Leave Statements for the past five (5) years
- W-2s for the past five (5) years
- Leave records for the past five (5) years if separate from Earnings and Leave Statements
- Designations of Beneficiaries
- Records concerning enrollment in the Federal Employee's Health Benefits program
- Records concerning enrollment in Long Term Care Insurance program
- Records concerning enrollment in benefits programs not otherwise listed
- Records describing or relating to the decision to terminate or otherwise separate me from the federal service
- Records explaining or justifying any performance based termination or separation
- Dissemination of my data to other entities (accounting for disclosures): Pursuant to 5 U.S.C. § 552a(o)(2)(A)(ii), if any such records have been transmitted to a recipient agency as defined in 5 U.S.C. § 522a(a)(9), provide me a with copy of the written agreement between **[INSERT AGENCY NAME]** and the recipient agency or non-Federal agency specifying — (A) the purpose and legal authority for conducting the program; (B) the justification for the program and the anticipated results, including a specific estimate of any savings; (C) a description of the records that will be matched, including each data element that will be used, the approximate number of records that will be matched, and the projected starting and completion dates of the matching program; D) all other information required in such written agreement under 5 U.S.C. § 552a(o)(1)(A)-(K).

Where possible to do so in a manner consistent with ensuring the protection of my privacy, please provide responsive materials in a secure electronic format by mail to:

\_\_\_\_\_ [INSERT email address].

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[Insert Name Here]

Alternatively, please provide responsive materials in native format or in PDF format on a USB drive. Please send any responsive material sent in paper or USB drive form by mail to:

\_\_\_\_\_ [INSERT preferred mailing address].

If you contend that inspection of records must occur in person, provide me with accessible place(s) of inspection and the procedure to schedule it. Under 5 U.S.C. §552a(f)(5), you may not charge any fees for the search and review of these records. If paper copies are provided, please state the cost of duplication, and whether it exceeds the standard \$0.05 per page.

If you deny this request, in whole or in part, please cite each specific exemption you feel justifies the refusal to release the information and notify me of appeal procedures available to me under the law. I expect a timely acknowledgement, response, and production of the requested records and information in accordance with the requirements of the Privacy Act.

Sincerely,

\_\_\_\_\_  
[WET SIGNATURE]

IDENTITY VERIFICATION

In accordance with 28 U.S.C. § 1746, I, \_\_\_\_\_ [INSERT FULL NAME], 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 records about me. I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine of not more than \$5,000, imprisonment for not more than eight years, or both, and that knowingly and willfully requesting or obtaining any record about any individual from an agency 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.

Dated: \_\_\_\_\_

\_\_\_\_\_  
[WET SIGNATURE]