

Request for Individual Access to Records Protected under the Privacy Act

Department of Transportation

If you are seeking access to your records, please provide the information below. If you are acting in any other representative capacity and are seeking access to another individual's records, you must have the represented individual complete a [Consent for Disclosure of Records Protected under the Privacy Act form](#).

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.

Section 1: Information Required for Identity-Proofing and Authentication

Full Legal Name*:	
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Section 2: Additional Information Required to Locate the Record(s)

Date of Birth:	
Description of Requested Records:	

Section 3: Parent or Legal Guardian Information (if applicable)

Name of Record Subject:	
Relationship to Record Subject:	
Documentation of Guardianship (attach if required):	

Section 4: Contact Information

Mailing Address for Receiving Records*:	
Email Address of Requestor*:	

For your request to be processed, you must provide signature below, which acknowledges that you have read and understand the following statement in section 5. Electronic signatures are accepted.

Section 5: Declaration

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:

Section 6: Privacy Act Statement

In accordance with DOT's Privacy Act implementation rules, 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 DOT systems of records are not wrongfully disclosed by DOT. Additionally, DOT may use the information, as necessary and authorized by the routine uses published by the DOT System of records Notice [DOT/ALL 17 - Freedom of Information Act and Privacy Act Case Files](#) - 84 FR 4605 - February 15, 2019. 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).