

# QUESTIONNAIRE FOR FEDERAL PERSONNEL

The Privacy Act of 1974, Public Law 93-579, states in part: "The purpose of this Act is to provide certain safeguards for an individual against invasion of personal privacy by requiring Federal agencies ... to permit an individual to determine what records pertaining to him are collected, maintained, used, or disseminated by such agencies." The questions below are based upon that Act.

DISCLAIMER: Under the Act, you have a right to get a response from a federal official seeking information from you. Be aware, however, that an authorized government agent may be able to execute a valid search or arrest warrant prior to responding. **Seek legal advice as soon as possible.**

## QUESTIONS FOR FEDERAL OFFICIALS

**Fill out the form completely. If any question does not apply, mark the answer with N/A or Not Applicable. Do not leave any question blank.**

1. Full Name: \_\_\_\_\_
2. Do you have proof of identity? If yes, what is the nature of the proof?  
\_\_\_\_\_
3. Please present your proof of identify.

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### DEPARTMENT INFORMATION

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4. Name of department, bureau, or agency for whom you work:  
\_\_\_\_\_
5. Your telephone number at work: \_\_\_\_\_
6. Mailing address of office where you work:  
\_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
7. Your supervisor's name and telephone number: \_\_\_\_\_

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### NATURE OF INVESTIGATION

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8. Which law, regulation, or executive order authorizes the solicitation of the information you seek? Provide the specific section of the law or regulation upon which you rely.  
\_\_\_\_\_
9. Is the disclosure of such information voluntary or mandatory?  
\_\_\_\_\_
10. How is this information relevant and necessary to accomplish the purposes of the agency, as required by statute or regulation?  
\_\_\_\_\_
11. What is the principal purpose or purposes for which the information is intended to be used?  
\_\_\_\_\_
12. What other uses may be made of this information?  
\_\_\_\_\_

*(over please)*

13. Which other agencies may have access to this information?

\_\_\_\_\_

14. What are the effects on me, if any, of not providing all or any part of the requested information?

\_\_\_\_\_

15. May I call my attorney before speaking with you?  Yes  No

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**BASIS FOR INVESTIGATION**

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16. Name of person in government requesting that this investigation be made.

\_\_\_\_\_

17. Have you consulted, questioned, interviewed, or received information from any third party relative to this investigation?  Yes  No

18. If so, identity such third parties:

\_\_\_\_\_

19. Am I the possible subject of a civil or criminal action?  Yes  No

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**AGENCY INFORMATION**

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20. Is there a file of records, information, or correspondence relating to me being maintained by this agency?  Yes  No

21. If yes, please provide a copy or information on where I may obtain a copy.

\_\_\_\_\_

22. Is this agency using any information pertaining to me which was supplied by another agency or government source?  Yes  No

23. If yes, how may I obtain a copy of that information?

\_\_\_\_\_

24. If any request for information relating to me is received from any person or agency, you must advise me in writing before releasing such information. Failure to do so may subject you to possible civil or criminal action as provided by the Act.

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**AFFIRMATION**

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**I swear (affirm) that the answers I have given to the foregoing questions are complete and correct in every particular.**

Printed name

Signature

\_\_\_\_\_

Date

First Witness Printed Name

First Witness Signature

Second Witness Printed Name

Second Witness Signature



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