

## PRIVACY ACT REQUEST

**Requests may be submitted by in person or by regular mail only to:**

Department of Energy, Environmental Management Consolidated Business Center  
FOIA Requester Service Center  
550 Main Street, Room 7-010  
Cincinnati, OH 45202  
Phone: (513) 246-0489

I would like to request a copy of my privacy records listed below:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Medical Records   | <input type="checkbox"/> X-ray reports              | <input type="checkbox"/> Occupational & Industrial Records |
| <input type="checkbox"/> Personnel Records | <input type="checkbox"/> Radiation Exposure Records | <input type="checkbox"/> Other records as described below  |
- 
- 

I would like these records in the following format:

- Paper Copies mailed to my address     Electronic Copies saved to CD/DVD and mailed to my address  
 Electronic copies e-mailed to the following e-mail address: \_\_\_\_\_

The following information should provide you with everything you need to process this request:

Name: \_\_\_\_\_ (Please Print)    Social Security Number: \_\_\_\_\_

Badge Number (if known): \_\_\_\_\_

Employed by Plant(s), Company/Companies, Site(s)/State(s) \_\_\_\_\_

Year Employment Started/Ended (if known) \_\_\_\_\_

To verify my identity for Privacy Act purposes:

- (1) I have completed and signed this form and had my signature notarized; or;
- (2) \_\_\_ I have enclosed a copy of a document containing my current address and signature such as a driver's license passport, or voter registration card, etc. or;
- (3) \_\_\_ I will provide upon receipt of the records in person, a copy of a document containing my current address and signature such as a driver's license, passport, or voter registration card.

When the above requested records are found, please: \_\_\_ (1) forward them to my address/e-mail;  
or \_\_\_ (2) forward them to me or another person I have designated to receive my records on my behalf at the following address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_    E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_    Date: \_\_\_\_\_

## **Privacy Act Statement**

Pursuant to Section 552 and 552a of Title 5 of the U.S. Code, 10 CFR 1004, and 10 CFR 1008, this information is maintained in Department of Energy Privacy Act System of Records DOE-55 Freedom of Information and Privacy Act Requests. The purpose for collection of personal information from individuals requesting copies of records from the Department of Energy (DOE) under the provisions of the FOIA and the Privacy Act is to record, control, and determine the status of FOIA and Privacy Act requests; produce statistical reports; and provide a data source for management information. The categories of information collected include the name, address, and telephone number of the person requesting records; a description or identification of the records requested, including but not limited to social security numbers or other personal identifying information; and allowable fees data. Records may be retrieved by name of requester, social security number, and/or an assigned request control number. Access is limited to those whose official duties require access to records in this System. This information may also be disclosed as a routine use to another Federal agency when consultation or referral is required to process requests; a member of Congress submitting a request involving the constituent when the constituent has requested assistance from the member with respect to the subject matter of the record; and to Department of Energy contractors in the performance of their contracts and their officers and employees who have a need for the record in the performance of their duties. Additional disclosures of this information may be made as a routine use in court or administrative proceedings when such disclosure is: (1) relevant to, and necessary for, the proceeding; (2) is compatible with the purpose for which the Department collected the records; and (3) the proceedings involve; (a) the Department, its predecessor agencies, current or former contractors of the Department, or other United States Government agencies and their components, or (b) a current or former employee of the Department and its predecessor agencies, current or former contractors of the Department or other United States Government agencies and their components, who is/are acting in an official capacity or in any individual capacity where the Department or other United States Government agency has agreed to represent the employee. Additional requirements of this System are found at Federal Register Notice FR 38756, Department of Energy Privacy Act Systems of Records; June 30, 2003.