

How to submit Privacy Act Request

1. Your request applies only to records maintained in a Privacy Act "System of Records". These are records under the control of the Defense Information Systems Agency (DISA) from which personal information about an individual is retrieved by the name of the individual, or by some other identifying number, symbol, or other identifying particular assigned, that is unique to the individual.
 - a. DISA's published Privacy Act systems of records notices may be found at
<http://dpclo.defense.gov/privacy/SORNs/component/disa/index.html>
 - b. DISA's may also maintain records on you under any of the Federal agency systems of records notices which are applicable government-wide. Published government-wide Privacy Act systems of records notices may be found at
[http://dpclo.defense.gov/privacy/SORNs/govt/Gov Wide Notices.html](http://dpclo.defense.gov/privacy/SORNs/govt/Gov_Wide_Notices.html)
2. Requests may be made by you or your duly authorized person.
3. Requests for access must be in writing and be "properly" received. Your request is considered "properly" received when it meets all of the following criteria:
 - a. Identifies the particular "systems of records" you want searched;
 - b. Provides the information listed under the "Notification procedures" or "Record access procedures" elements of the applicable system of records notice;
 - c. Verifies your identity. DISA can use certain minimum identifying data provided in your written request; however, when the information sought is of a sensitive nature, additional identifying

data may be required. Such as:

- i. An unsworn declaration under penalty of perjury in accordance with 28 U.S.C. 1746. The requester provides a signed and dated statement that reads:
 - i. If executed within the United States, its territories, possessions, or commonwealths: *"I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct Executed on (date), (Signature)"*
 - ii. If executed without the United States, *"I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the foregoing is true and correct Executed on (date), (Signature)"*
 - ii. Notarized signatures.
 - d. Adequately explains a request for expedited processing, if applicable;
 - e. Contains a written release authority if records are to be released to a third party. Third parties could be a law firm, a Congressman's office, a union official, or a private entity.
4. Label your access request and envelope "Privacy Act Request" and send it to:

DISA Privacy Office
Defense Information Systems Agency, ATTN: RE2
6914 COOPER AVENUE
FORT MEADE, MD 20755

If you are seeking records on yourself under the Privacy Act, you should contact the Privacy Act System of Records Notice Manager directly to obtain your records. Your request should include a signed letter

indicating the specific records you are seeking, and comply with any other requirements outlined in the System Notice. A listing of all DoD notices can be found [here](#).