

WALK-IN REQUEST FOR OPM RECORDS OR INFORMATION

CAUTION: Complete all items

NAME (print)	LAST	FIRST	MIDDLE	SIGNATURE OF REQUESTER AND DATE OF REQUEST		
SOCIAL SECURITY NUMBER			MAIL COPIES TO (Print)			
			NAME			
DATE OF BIRTH (mo., day, year)			STREET	CITY		STATE ZIP
RECORD OF FEDERAL EMPLOYMENT						
NAME EMPLOYED UNDER (if different from above)		AGENCY AND LOCATION			FROM	TO

INFORMATION AND/OR COPIES REQUESTED

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

Authority for collection of the information is 44 U.S.C. 2907 and 3103. Disclosure of the information is voluntary. The principal purpose of the information is to assist the National Personnel Records Center in locating and verifying the correctness of the requested records or information to answer your inquiry. Routine uses of the information as established and published in accordance with **5 U.S.C. 552a(e)(4)(D)** include the transfer of relevant information to appropriate federal, state, local, or foreign agencies for use in civil, criminal, or regulatory investigations or prosecution. In addition this form will be filed with the appropriate military or civilian records and may be transferred along with the record to another agency in accordance with the routine uses established by the agency which maintains the record. If the requested information is not provided, it may not be possible to service your inquiry.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

An agency may not conduct or sponsor a collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 3095-0037. **The information requested on this form is being collected and used by the National Personnel Records Center to identify and locate civilian personnel records.** Public burden reporting for this collection of information is estimated to be five minutes per response, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS SHOWN BELOW.

	Date: <hr/>
Archives Technician, NRPC Research Room	
NATIONAL PERSONNEL RECORDS CENTER (Research Room)	
1 Archives Drive St. Louis, MO 63138	