



UNITED STATES DEPARTMENT OF EDUCATION

Office of the Executive Secretariat

Freedom of Information Act (FOIA) Service Center

OMB Number: 1880-0546
Expiration Date: XX/XX/XXXX

PRIVACY ACT REQUEST FORM

Use this form to request U.S. Department of Education records/information. Submit completed form and documentation via email to: EDFOIAManager@ed.gov; fax 202-401-0920; or mail to U.S. Department of Education, Office of the Executive Secretariat, 400 Maryland Avenue, SW, LBJ 7W106, Washington, DC 20202-0121, Attn: Privacy Act Request.

REQUESTER INFORMATION

Title [ ] First Name [ ] M.I. [ ] Last Name [ ]

Business Name [ ] Title [ ]

Address [ ] Bldg/Apt# [ ]

City [ ] State [ ] Zipcode [ ]

Phone Number [ ] Fax Number [ ] Email [ ]

NOTE: If you are a third party, the subject (or minor subject's parent or guardian) must consent to release of requested Privacy Act protected records. You are required to submit a Certification of Identity and Consent Form http://www2.ed.gov/policy/gen/leg/foia/pa\_statement.html with your Privacy Act Request Form. You are also required to submit a Certification of Identity and Consent Form along with this form when requesting student loan records.

Please provide a description of documents that are being requested. Be as specific as possible with regard to names, dates, places, events, subjects, etc. If known, you should include any file designations or descriptions for the records that you are requesting.

[Empty box for providing a description of documents requested]



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ADDITIONAL COMMENTS

[Empty box for additional comments]

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 subject named above or the parent or guardian of the minor subject named above. I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. Section 1001 by a fine under that title or by 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. Section 552a(i)(3) by a fine of not more than \$5,000.

**Signature** \_\_\_\_\_

**Privacy Act Statement.**

In accordance with 34 CFR Section 5b.5(b)(2) personal data sufficient to identify the individuals submitting requests by mail under the Privacy Act of 1974, 5 U.S.C. Section 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of U.S. Department of Education systems of records are not wrongfully disclosed by the Department. 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. Section 1001 and/or 5 U.S.C. Section 552a(i)(3).

**Public Burden Statement.**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1880-0546. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is *required to obtain or retain a benefit under 34 CFR Section 5b.5(b)(2)*. If you have comments or concerns regarding the status of your individual submission of this form, please contact the US Department of Education's FOIA Service Center, 400 Maryland Avenue, SW, LBJ 7W106, Washington, DC 20202-0121 directly. [Note: Please do not return the completed form to this address.]