



Request for Individual Access to Records Protected under the Privacy Act

If you are seeking access to your records, please provide the information below. If you are seeking access to your own records, please provide the information below. This form may also be used by a parent requesting access to the records of a minor, or by a legal guardian requesting access to the records of an individual who has been deemed incompetent.

Information Required for Identity-Proofing and Authentication

This information is required for the Court Services and Offender Supervision Agency (CSOSA) to verify your identity.

Full Name	
Date of Birth	
PDID Number	
DCDC Number	

If Applicable: Information for Request by Parent or Legal Guardian¹

Full Name of Subject of the Record	
Information Required to Establish Relationship/Guardianship	

Additional Information Required to Locate the Record(s)

This information is required for the agency to be able to match the individual's information provided in this request with the records that pertain to that individual.

Date of Birth	
PDID Number	
DCDC Number	

¹ As defined in 5 U.S.C. § 552a(h) – For the purposes of this section, the parent of any minor, or the legal guardian of any individual who has been declared to be incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, may act on behalf of the individual.

Description of Requested Records

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Contact Information

Address for Receiving Records

Mailing Address	
City	
State/Province	
Postal Code	
Country	
Phone	
Email	

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 individual identified above and requesting access to my records, or to records which I am legally entitled to request as the parent of a minor or the legal guardian of an individual deemed incompetent. I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine, imprisonment of not more than five years, or both. I further understand that knowingly and willfully requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. § 552a(i)(3) by a fine of up to 5,000.

Electronic Signature and Date

Privacy Act Statement

In accordance with CSOSA's Privacy Act implementation rules, individuals requesting access under the Privacy Act of 1974, 5 U.S.C. § 552a, must provide personal information sufficient to verify their identity. This requirement ensures that records maintained in CSOSA's systems of records are not improperly disclosed and encompasses information

related to published routine uses to which the data may be subject. Requests will not be processed without the required information, and knowingly providing false information on this form may result in criminal penalties under 18 U.S.C. § 1001 and/or 5 U.S.C. § 552a(i)(3). For additional information regarding the agency's regulations and privacy policies, please refer to 28 C.F.R. Part 802.11, Subpart C, the CSOSA Privacy Act Statement, <https://www.csosa.gov/wp-content/uploads/bsk-pdf-manager/2020/03/Privacy-Act-Statement.pdf>, and CSOSA's Privacy Policy, <https://www.csosa.gov/privacy-policy/>.