



**Federal Communications Commission**  
45 L St NE  
Washington, DC 20554

**Request for Individual Access to Records Protected under the Privacy Act**

If you are seeking access to your records, please provide the information below. This form may also be used if you are the parent seeking access to the records of a minor or the legal guardian seeking access to the records of an incompetent.

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**Information Required for Identity-Proofing and Authentication**

This information is required for the agency to verify your identity.

**Full Name** \_\_\_\_\_

If this is an information for request by a parent or legal guardian:

**Name of Record Subject** \_\_\_\_\_

**Relationship to Record Subject** \_\_\_\_\_

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**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.

**Address** \_\_\_\_\_

**Description of Requested Records**

Please describe what information is requested and cite to the appropriate Commission system of record(s) available here: <https://www.fcc.gov/managing-director/privacy-transparency/privacy-act-information#systems>.

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**Contact Information**

E-mail or street address for receiving records

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## AFFIRMATION/DECLARATION

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 person named above and requesting access to my records [, or records that I am entitled to request as the parent of a minor or the legal guardian of an incompetent], and 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, and that 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 not more than \$5,000.

Executed on \_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE OF AFFIRMANT/DECLARANT)

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### **Privacy Act Statement**

In accordance with 47 CFR § 0.554(b), personal information sufficient to identify the individuals requesting access to records under the Privacy Act of 1974, 5 U.S.C. § 552a, is required. The purpose of this solicitation is to ensure that the records of individuals who are the subject of the Federal Communications Commission's (FCC's) systems of records are not wrongfully disclosed by the FCC. The FCC may release information collected in this solicitation when necessary and appropriate under 5 U.S.C. § 552a(b) of the Privacy Act, including to: make determinations on access; other federal agencies or other administrative or adjudicative bodies before which the FCC is authorized to appear; the Office of Management and Budget (OMB) to obtain that agency's advice regarding obligations under the Privacy Act; and, agencies, entities, and persons when the FCC suspects or has confirmed that there has been a breach of information related to the system. 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. § 1001 and/or 5 U.S.C. § 552a(i)(3). 81 Fed. Reg. 58930 (Aug. 26, 2016) available at: <https://www.federalregister.gov/documents/2016/08/26/2016-20515/privacy-act-system-of-records>.

**PLEASE RETURN TO:**

**Federal Communications Commission  
45 L Street NE, Washington, DC 20554  
Via e-mail: [privacy@fcc.gov](mailto:privacy@fcc.gov)**