

FREEDOM OF INFORMATION ACT REQUEST (5 UNITED STATES CODE 552)

Privacy Act Statement

SORN NM05720-1

AUTHORITY: 5 U.S.C. 552, the Freedom of Information Act, as amended; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; Secretary of the Navy Instruction 5720.42F, Department of the Navy Freedom of Information Act Program; and E.O. 9397 (SSN), as amended.

PRINCIPLE PURPOSE: To track, process, and coordinate individual requests for access and amendment of personal records; to process appeals on denials of requests for access or amendment to personal records; to compile information for reports, and to ensure timely response to requestors.

ROUTINE USES: In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).

DISCLOSURE: Disclosure of this information is mandatory.

DATE: _____

I, (LAST NAME, FIRST, MI.) _____ REQUEST THAT A COPY OF THE FOLLOWING DOCUMENT (S) BE PROVIDED TO ME:

MILITARY POLICE REPORT

FAMILY SERVICES

OTHER _____

VEHICLE ACCIDENT REPORT

COUNSELING SERVICES

CID REPORT

FAMILY ADVOCACY PROGRAM

DATE OF INCIDENT: _____

CONTRACT NUMBER

SOLICITATION NUMBER

BE SPECIFIC IN DESCRIBING THE RECORDS YOU ARE REQUESTING:

I AM WILLING TO PAY FEES FOR THIS REQUEST UP TO A MAXIMUM OF _____. IF YOU ESTIMATE THAT FEES WILL EXCEED THIS AMOUNT, PLEASE NOTIFY ME FIRST.

NAME/ADDRESS TO MAIL REQUESTED DOCUMENTS TO:

(IF THIS ADDRESS IS TO SOMEONE OTHER THAN YOURSELF, PLEASE GIVE THIS AGENCY YOUR CONSENT TO RELEASE THE REQUESTED DOCUMENTS TO ANOTHER INDIVIDUAL)

REQUESTOR'S CONTACT NUMBER : _____ REQUESTOR'S E-MAIL ADDRESS: _____

SIGNATURE OF REQUESTER OR AGENT: _____

(SIGNATURE REQUIRED FOR RECORDS CONTAINING PERSONAL INFORMATION)

"I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA THAT THE FOREGOING IS TRUE AND CORRECT."

PLEASE NOTE: THIS OFFICE HAS 20 WORKING DAYS TO PROVIDE A RESPONSE TO A FREEDOM OF INFORMATION ACT REQUEST. DEPENDING ON CURRENT WORKLOAD, INFORMATION REQUESTED, DATES AND/OR ACCIDENTS ETC...THE RESPONSE TIME MAY VARY.

"FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE"

ANY MISUSE OR UNAUTHORIZED RELEASE OF PERSONAL INFORMATION COULD RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES. YOU MAY RETURN THIS REQUEST BY FAX AT (760) 725-0532 OR E-MAIL TO MCIW_MCBPEN_FOIA@USMC.MIL.