

FORM CD-316 (8-75) PRESCRIBED BY 15 CFR PART 4B (DAO 205-15)	U.S. DEPARTMENT OF COMMERCE PRIVACY ACT INFORMATION REQUEST (NOTE: Use of this form is recommended, but is not mandatory)	DEPT. FACILITY CONTROL NO.
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INSTRUCTIONS: To Request Information or Action Under the Act, Complete appropriate Items in Part I. Retain Gold Copy; Submit Others to Department of Commerce. Part II is For Agency Use Only.

PART I - REQUESTER

1. Name of Individual whose record(s) is sought (Please print): 2. Individual whose record(s) is sought is: U.S. citizen Alien lawfully admitted for permanent residence 3. Record requested (Please describe. Also give record system name and number, if known): 4. Give any identifying data that would help locate the record (e.g., maiden name, occupational license number, period or place of employment, etc.):	5. Action Requested a. Tell me how to exercise my rights under the Privacy Act. b. Tell me if you have the requested records(s). c. Tell me when and where I may have access to the requested record(s). d. Please send a copy of the requested records(s). *(If the request concerns records of another individual who is a ward or minor, and the requester is the ward's guardian or minor's parent, the requester must check Item 6, and must attach a copy of court guardianship order or minor's birth certificate) 6. Requester is: Guardian of individual whose record(s) is sought OR Parent of minor individual
7. Requester's: Name (Please print) _____ Address _____ Signature _____ Telephone number (Optional) _____	8. Date

NOTE: Item 9 should be completed ONLY IF requester –

- Requests action under Item 5b, c, or d, AND
- Seeks a record NOT disclosable to any person under the Freedom of Information Act (5 U.S.C. 552), AND
- Does NOT appear in person before an authorized employee of the Department to have his/her identity verified.

9. Certificate of Notary Public, or other officer
 State of _____ county of _____ : ss
 _____, the subscribing requester, came before me a _____, in and for the aforesaid county and state, this _____ day of _____, _____, and established (his) (her) identity to my satisfaction. My commission expires _____. Signature _____

SPECIAL NOTICE – FALSE STATEMENTS SUBJECT TO CRIMINAL PENALTIES:
 The Privacy Act of 1974 (Public Law 93-579), 5 U.S.C. 552a(i) (3), states:
 “Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretences shall be guilty of a misdemeanor and fined not more than \$5,000.”

PART II – FOR AGENCY USE ONLY

Proof of identity established in person before (Name, title, location):	Received by	Fee data: Amount due \$ _____ Date received _____	
	Date request received		
	Action assigned to	Date	Non-collectable costs:
	Due date of response to Requestor		

Copy Distribution: Requester keeps Gold Copy; sends others to Department. (Privacy Officer keeps Pink; sends others to Action Office, which retains Canary Copy and returns White to Privacy Officer.) USCOMM-DC 57413-P76

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