

# Privacy Access and Consent

General Services Administration

IEB-24-01

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Complete this form if you are the individual who is the subject of the records sought. Submit the signed copy to the General Services Administration, 1800 F Street, NW, Washington DC 20405, Attn: GSA Privacy Act Officer or electronically via GSA's FOIA portal.

Individuals submitting a request under the Privacy Act of 1974 must be either "a citizen of the United States or an alien lawfully admitted for permanent residence," pursuant to 5 U.S.C. § 552a(a)(2).

For individuals who are not United States citizens or aliens lawfully admitted for permanent residence, requests for records are processed as Freedom of Information Act (FOIA) requests pursuant to 5 U.S.C. § 552, rather than Privacy Act requests.

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## Requester Information

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

### Citizenship:

US Citizen or alien lawfully admitted for permanent residence

### Optional: Authorization to Release Information to Another Person

Pursuant to 5 U.S.C. § 552a(b), I authorize the General Services Administration to release any and all information relating to me to:

\_\_\_\_\_  
Name

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**Information Required to Locate the Records**

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Title and number of the system of records as published in the Federal Register (if known)

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Description of the records being sought

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Brief description of the nature, time, and place of your association with GSA

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Any other information that will help in locating the record

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**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, 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 of not more than \$10,000 or by imprisonment of not more than five years or both, by a fine of not more than \$5,000 and that requesting or obtaining any record(s) under false pretenses is punishable under the provision of 5 U.S.C. § 552a(i)

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Signature

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Date

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**Privacy Act Statement**

The purpose of this solicitation is to ensure that the records of individuals who are the subjects of General Services Administration (GSA) records are not wrongfully disclosed by GSA. In accordance with 41 C.F.R. § 105-64.2, you are required to provide information that provides proof of your identity when making a request for access to records under the Privacy Act. Under this section, you may decline to file this form and instead provide either: 1) two forms of identification, including one photo identification; or 2) a notarized statement attesting to your identity. You may also certify your identity digitally through GSA's FOIA portal. If you do file this form, this form is submitted by you under 28 U.S.C. § 1746, a law that permits statements to be made under penalty of perjury as a substitute for notarization.