

## Privacy Act Request

The proponent of this form in the Directorate of Public Safety.

**Instructions:**

1. Complete the Privacy Act Request Form.
2. Ensure the email address on the request form is filled out, as this is the address the police report will be sent to.
3. Send request form and a copy of your photo ID to: [usarmy.novosel.usag.list.dpsdesk@army.mil](mailto:usarmy.novosel.usag.list.dpsdesk@army.mil)
4. Allow three to five working days for the request to be processed.
5. The DPS Police admin section will forward the police report to the email address on the request form.

**The following information is necessary to file a Privacy Act request for your records. Note: You or your agent may request records ONLY about yourself. We will not process Privacy Act requests for records about someone else, e.g., information about your spouse, your adult child, your employee, etc.**

Full Name: \_\_\_\_\_

Aliases or other names used (e.g. maiden name): \_\_\_\_\_

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

Daytime Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
\_\_\_\_\_

Describe the records you seek with enough detail that they may be located with a reasonable amount of effort:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may also wish to provide prior addresses, employments, etc., which you believe may assist us in locating the information that you seek:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I understand that any falsification of this statement is punishable under the provisions of Title 18, United States Code (U.S.C.), Section 1001 by a fine of not more than \$10,000 or by 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 Title 5, U.S.C., Section 552a(i)(3) as a misdemeanor and by a fine of not more than \$5,000.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A legible and original signature and a legible copy of a government-issued identification card is required. Legal representatives must additionally present an original of proof of legal representation.**

**FOR PROVOST MARSHAL OFFICE USE ONLY**

**PURPOSE OF DISCLOSURE:**

**COMPLETED BY:**

**DATE COMPLETE:**

**LER#:**