FREEDOM OF INFORMATION ACT AND PRIVACY ACT REQUEST

Date**:** June 01, 2015 **Certificate of Mailing**

**Requester:** YourName

**Mail: c/o**  Address

City, State

**SSA # XXX-XX-XXXX**

Chief FOIA Officer, Rm. 5414

Office of Personnel Management

Theodore Roosevelt Building

1900 E Street, NW

Washington, D.C. 20415

Disclosure Officer,

This is a request under the *Freedom of Information Act, 5 USC 552* and *Privacy Act, 5 USC 552(a)* and the regulations thereunder.

This is a request for a search of OPM LHF data system for the existence or non-existence of any record of Your Name (SSA Number **XXX-XX-XXXX** ) being a federal employee.

Please verify in writing on OPM letterhead whether or not such records exists and mail your reply to me, at the above mailing location. I understand the penalties provided in *5 USC 552(a)(i)(3)* for requesting or obtaining access to records under false pretenses.

Thank you,

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

Your Name – Requester

**Notice**

*The service of a notary public on this document does not constitute any adhesion nor does it alter my private sector status in any manner. The purpose of this certificate is for verification and acknowledgment of identification only, without creating foreign or domestic jurisdiction over the man or the woman.*

A notary public or other officer completing this certificate verifies only the identity of the man or woman who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

Name of your state

} s.s.

Name of your County

JURAT

Subscribed and affirmed before me on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2015 by Your Name who proved to me on the basis of satisfactory evidence to be the man/woman who appeared before me.

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

Signature of Notary Public

(SEAL)

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My Commission Expires

FOIA - PA Rqst\_fed employee info