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Requesting Access to Privacy Act Records

Last Modified:



Requests must be in writing in accordance with the instructions set forth in the system of notice for that system of records.

The request must include the following information:

- The name of the individual making the request;
- The name of the system of records;
- Preference of inspection, in person or by mail;
- Be specific and concise;
- Provide sufficient identification or complete in the presence of an agency official a signed statement asserting the requester’s identity;
- Date and sign the request and provide contact information.

Times, places, and requirements for identification of individuals making requests.

Pursuant to 7 CFR, Part 1, Subpart G §1.113(e), If an individual submitting a request for access under § 1.112 wishes to be supplied with copies of the records by mail, the requester shall include with his or her request sufficient data for the agency to verify the requester's identity. If the sensitivity of the records warrant it, the agency may require the requester to submit a signed, notarized statement indicating that the requester is the individual to whom the records pertain and stipulating the requester understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is a misdemeanor punishable by fine up to $5,000. No identification shall be required, however, if the records are required by 5 U.S.C. 552 to be released. If the agency to which this request is directed determines to grant the requested access, it may charge fees in accordance with § 1.120 before making the necessary copies.

[40 FR 39519, Aug. 28, 1975, as amended at 62 FR 33981, June 24, 1997]

Disclosure of records to individuals other than the subject of the records is prohibited unless written consent is provided by the individual to which the records pertain.

Submit your request by mail, facsimile, or e-mail.

USDA – Animal and Plant Health Inspection Service
Tonya Woods, FOIA/PA Director
5601 Sunnyside Ave
AP-740
Beltsville MD 20705
Facsimile: 301-734-5941
Email: APHISPrivacy@usda.gov

VIA Web Request Form: Click here to submit your Privacy Act Request Online. If you should need assistance using the Web Request Form, you may contact the FOIA/PA Office at 301-851-4102.

How Do I Request an Administrative Appeal of a Denied Amendment or Correction Request?

Appeals – If you are dissatisfied with the APHIS' handling of your request for amendment or correction, you may appeal to the APHIS Administrator. In the event that the APHIS Administrator denies your request, you may seek judicial review in the Federal district court.

USDA – Animal and Plant Health Inspection Service
APHIS Administrator
Privacy Act Appeal
5601 Sunnyside Ave
AP-740
Beltsville MD 20705
Email: APHISPrivacy@usda.gov

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