

**CERTIFICATION OF IDENTITY**  
**UNITED STATES POSTAL SERVICE**

Individuals requesting personal records under the Privacy Act of 1974 (5 U.S.C. § 552a) or the Freedom of Information Act (5 U.S.C. § 552) should complete this form and submit it along with the request.

**Your Information**

Full Name:	
Current Address:	
Date of Birth:	
Identification Number (Optional): <sup>1</sup>	
Name and address of facility where last employed by USPS (if applicable):	
Date(s) of USPS employment (if applicable):	

**Your Declaration**

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct. I am the person named above, 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. I understand that requesting or obtaining any record(s) under false pretenses is punishable under the provisions of 5 U.S.C. § 552a(i)(3) by a fine of not more than \$5,000.	
Your Signature:	
Print Your Name:	
Date:	

**Privacy Act Statement:** Your information will be used to process your FOIA request. Collection is authorized by 39 U.S.C. § 401, 410, and 412. Providing the information is voluntary, but if not provided, we may not process your request. We may only disclose your information as follows: in relevant legal proceedings; to law enforcement when the USPS or requesting agency becomes aware of a violation of law; to a congressional office at your request; to entities or individuals under contract with USPS (service providers); to entities authorized to perform audits; to labor organizations as required by law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; and to the Merit Systems Protection Board or Office of Special Counsel. For more information regarding our privacy policies visit [www.usps.com/privacypolicy](http://www.usps.com/privacypolicy).

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<sup>1</sup> Providing a social security number or employee identification number is voluntary. However, the Postal Service may be unable to locate any or all records pertaining to you, if you do not provide this information.