

PUBLIC SERVANT'S QUESTIONNAIRE

Public Law 93-579 states in part: "The purpose of this Act is to provide certain safeguards for an individual against invasion of personal privacy by requiring Federal agencies...to permit and individual to determine what records pertaining to him are collected, maintained, used, or disseminated by such agencies." The following questions are based upon that act and are necessary in order that this individual may make a reasonable determination concerning divulgence of information to this agency.

Fill out the form completely. If any question does not apply, mark the answer with "N/A" or "Not applicable." Do not leave any question blank.

Public Servant Information

1. Full Legal Name:

2. Residence Address

City _____ State _____ Zip _____

Department Information

3. Name of department, bureau, or agency by which public servant is employed:

City _____ State _____ Zip _____

Supervisor's name:

4. Mailing address

City _____ State _____ Zip _____

Public Servant Duty

5. Will public servant uphold the Constitution of the United States?

6. Did public servant furnish proof of identity?

7. What was the nature of proof?

8. Will public servant furnish a copy of the law or regulation which authorizes this investigation?

9. Will the public servant read aloud the portion of the law authorizing the questions he will ask?

Nature of Investigation

10. Are the answers to the questions voluntary or mandatory?

11. Are the questions to be asked based upon a specific law/regulation, or are they being used as a discovery process?

12. What other uses may be made of this information?

13. What other agencies may have access to this information?

14. What will be the effect upon me if I should choose not to answer any part or all of these questions?

Basis for Investigation

15. Name of person in government requesting that this investigation be made.

16. Is this investigation 'general' or is it 'special'?

17. Have you consulted, questioned, interviewed, or received information from any third party relative to this investigation?

18. If so, the identity of such third parties:

Expected Results of Investigation

19. Do you reasonably anticipate either a civil or criminal action to be initiated or pursued based upon any of the requested information?

Agency Information

20. Is there a file of records, information, or correspondence relating to me being maintained by this agency? _____ If yes, which?

21. Is this agency using any information pertaining to me which was supplied by another agency or government source?

22. May I have a copy of that information? _____ If not, why not?

If so, how may I obtain a copy of that information?

23. Will the public servant guarantee that the information in these files will not be used by any department other than the one by whom he is employed? _____

If not, why not?

Affirmation

If any request for information relating to me is received from any person or agency, you must advise me in writing before releasing such information. Failure to do so may subject you to possible civil or criminal action as provided by the act.

I swear (affirm) that the answers I have given to the foregoing questions are complete and correct in every particular.

Printed name: _____

Signature: _____

Date: _____ (month) _____ (day) _____ (year)

First Witness Printed Name: _____

First Witness Signature: _____

Second Witness Printed Name: _____

Second Witness Signature: _____

Authorities for Questions:

- 1,2,3,4 In order to be sure you know exactly who you are giving the information to. Residence and business addresses are needed in case you need to serve process in a civil or criminal action upon this individual.
- 5 All public servants have taken a sworn oath to uphold and defend the constitution.
- 6,7 This is standard procedure by government agents and officers. See Internal Revenue Manual, MT-9900-26, Section 242.133.
- 8,9,10 Title 5 USC 552a, paragraph (e) (3) (A)
- 11 Title 5 USC 552a, paragraph (d) (5), (e) (1)
- 12,13 Title 5 USC 552a, paragraph (e) (3) (B), (e) (3) (C)
- 14 Title 5 USC 552a, paragraph (e) (3) (D)
- 15 Public Law 93-579 (b) (1)
- 16 Title 5 USC 552a, paragraph (e) (3) (A)
- 17,18 Title 5 USC 552a, paragraph (e) (2)
- 19 Title 5 USC 552a, paragraph (d) (5)
- 20,21 Public Law 93-579 (b) (1)
- 22 Title 5 USC 552a, paragraph (d) (1)
- 23 Title 5 USC 552a, paragraph (e) (10)