

Central Intelligence Agency



Washington, D.C. 20505

September 20, 2010



Dear



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The Office of the Information and Privacy Coordinator received your 29 June 2010 letter requesting information on you. This letter was forwarded to us by U.S. Congressman Larry Kissell's office.

The Privacy Act requires federal agencies to safeguard personally identifiable information about an individual. CIA's Privacy Regulations, Title 32 C.F.R. § 1901.13, establish the criteria below:

An individual seeking access to or amendment of records about himself shall provide in the letter of request his full (legal) name, address, date and place of birth, and current citizenship status together with a statement that such information is true under penalty of perjury or a notarized statement swearing to or affirming his identity. In the case of an individual who is an alien lawfully admitted for permanent residence, said individual shall provide his or her alien registration number and the date that status was acquired.

In order to process your request you must send us a statement with this information. You must have your statement notarized, or sign it under penalty of perjury (28 U.S.C. § 1746), and verify that you are a U.S. citizen or a legal permanent resident. If you are a legal permanent resident (LPR), you must provide your LPR number and the date that status was acquired. If you have become a U.S. citizen, you must provide your naturalization number and the date that status was acquired.

Until you provide the information we require, we cannot accept your request. When you provide the necessary information, we then can begin to process your request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Koch".

Scott Koch
Acting Information and Privacy Coordinator

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