

Central Intelligence Agency



Washington, D.C. 20505

September 20, 2010

[Redacted]

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Dear

[Redacted]

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On 17 September 2010 we received your letter dated 10 September 2010 requesting information on you.

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.

Although you provided all of the required biographical information, you failed to sign your penalty of perjury statement. We must have your written signature before we can begin processing your request.

Because you have not provided the information we require, we cannot accept your request. Once we receive the necessary information, we then can begin processing your request.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Koch", with a long horizontal stroke extending to the right.

Scott Koch
Acting Information and Privacy Coordinator

IMS/IRRG/PIPD 17 SEPTEMBER 10

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