

**Public Servant 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 an individual to determine what records pertaining to him are collected, maintained, used or disseminated by such agencies."

The following questionnaire is based upon that act and a is necessary for this individual to make a reasonable determination concerning divulgence of information to this agency.

1. Name of public servant\_\_\_\_\_

2. Residence address\_\_\_\_\_

City:\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

3. Name of department of government, bureau, or agency by which public servant is employed\_\_\_\_\_

Supervisors Name\_\_\_\_\_

4. Office mailing address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

5. Will public servant uphold the Constitution of the United States? Yes\_\_\_\_ ..... No\_\_\_\_\_

6. Did public servant furnish proof of identity? Yes\_\_\_\_\_ .....No\_\_\_\_\_

7. What was the nature of proof? ID No.\_\_\_\_\_

Badge No.\_\_\_\_\_

Driver's License No.\_\_\_\_\_

8. Will public servant furnish a copy of the law or regulation which authorizes the questions he/she will ask? Yes\_\_\_\_\_ .....No\_\_\_\_\_

9. Will public servant read aloud that portion of the law authorizing the questions he/she will ask? Yes\_\_\_\_\_ .....No\_\_\_\_\_

10. Are the citizens answers voluntary?\_\_\_\_\_ Or mandatory?\_\_\_\_\_

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

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

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

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

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

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16. Is this investigation "general"?\_\_\_\_\_ or is it "special"?\_\_\_\_\_ (check one)

NOTE: by "general" is meant any kind of blanket investigation in which a number of person are involved because of geography, type of business sex, religion, race, schooling, income, etc. By "special" is meant any investigation of an individual nature in which others are not involved.

17. Have you consulted, questioned, interviewed, or received information from any third party relative to this investigation? Yes \_\_\_\_\_ .....No \_\_\_\_\_

18. If Yes, the identity of all such third parties:\_\_\_\_\_

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

Yes \_\_\_\_\_ .....No \_\_\_\_\_

20. Is there a file or records, information, or correspondence relating to me being maintained by this agency? Yes \_\_\_\_\_ .....No \_\_\_\_\_

21. Is this agency using any information pertaining to me which was supplied by another agency or government source? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, which agencies and/or sources \_\_\_\_\_

22 Will the public servant guarantee that the information in these files will not be used by any other department other than the one by whom he/she is employed? Yes\_\_\_\_\_ No\_\_\_\_\_

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 or other applicable statutes.

**AFFIRMATION BY PUBLIC SERVANT**

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

\_\_\_\_\_

[Must be signed in ink. The signature should be witnessed by two people.

Citizen may administer an oath if he/she desires.]

Witness\_\_\_\_\_Witness\_\_\_\_\_

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