

OFFICE OF SENATOR JIM WEBB
Information/Privacy Release

The Privacy Act of 1974 is a federal law designed to protect you from any unauthorized use and exchange of personal information by federal agencies. Any information that a federal agency has on file regarding your dealings with the United States government may not, with a few exceptions, be given to another agency or Member of Congress without your written permission. Family members, friends, or other interested parties generally may not authorize on your behalf the release of information covered by the Privacy Act.

***Please describe the situation for which you are requesting assistance:
(Feel free to add additional pages.)***

I hereby request the assistance of the Office of Senator Jim Webb to resolve the matter described above. I authorize Senator Webb and his staff to receive any information needed to provide this assistance.

The information I have provided to the office of Senator Jim Webb is true and accurate to the best of my knowledge and belief. The assistance I have requested from Senator Webb's office is in no way an attempt to evade or violate any federal, state, or local law.

SIGNED: _____ DATE: _____

Name: (please print) **Mr./Ms.** _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

****Federal Agency Involved:** _____

****Case Number (if applicable):** _____ **OR** ****SS#** _____

****MANDATORY FILL-INS**

While I am happy to work on your behalf, as a matter of Congressional courtesy, my general policy is to avoid working on constituent cases currently being handled by other Senators or House members from Virginia. Having multiple offices working on the same matter may cause delays in the resolution of your case, thus I encourage you to continue working with that member. Please forward this document by mail or fax to the office that serves your area:

Richmond: (804) 771-8313 (fax)

Northern Virginia: (703) 573-7098 (fax)

Hampton Roads: (757) 518-1679 (fax)

Roanoke: (540) 772-6870 (fax)

Danville: (434) 972-0960 (fax)

Norton: (276) 679-4929 (fax)