

Validation Checklist for Requests for Personal Information

In order to process a request for personal information, the Department of State requires the following:

- ___ Full Name (and any aliases) of the individual who is the subject of the request.**
- ___ Date of Birth**
- ___ Place of Birth (city and state/country)**
- ___ An adequate description of the records you are seeking**
- ___ Timeframe**
- ___ Origin of the records**
- ___ Original, Notarized Signature or Under Penalty of Perjury Statement***
- ___ Third Party Authorization (if applicable)****
- ___ Visa type (if applicable)†**
- ___ Citizenship Status**
- ___ Current Address**

* The Department cannot accept requests for personal records without an original notarized signature or signature with “I declare, certify, verify or state, under penalty of perjury under the laws of the United States of America that the foregoing is true and correct”.

** If you are requesting information on behalf of an individual, the Department also requires a statement authorizing you to receive the subject’s personal information.

† If you are requesting information regarding visas, we must have authorization and original signatures for both the petitioner and beneficiary.