

NRO PRIVACY ACT REQUEST SUBMISSION

(*) Denotes Required Field

This form is intended for UNCLASSIFIED use only. Please do not include CLASSIFIED or sensitive information.

A Privacy Act (PA) request submission is one in which you are requesting records on yourself that are contained in files retrievable by your name or another personal identifier. Your request should include as much detail as possible to identify the specific information you are requesting. To assist you in determining the kinds of records that the NRO keeps, please refer to the list of Systems of Records Notices on the NRO.gov [website](#).

I. REQUESTER INFORMATION

There are certain procedural requirements that must be met in submitting your request to the NRO. For your protection, and per **DOD Privacy Act 32 CFR part 310.3 in conjunction with QNRO-4 or QNRO-21**, you will need to provide us with a notarized or personally-certified, signed statement attesting to the following information:

1. Type of Request*: New Appeal Revised

2. Full Name*: _____

3. Mailing Address*:

4. Date of Birth*: _____ 5. Place of Birth*: _____

6. Citizenship Status: *(Only required when requesting Personnel Security Files under QNRO-21)* _____

7. Email address: _____ *For correspondence only. Final case response and/or responsive documents, if any, will be mailed via USPS to address provided.*

8. Clear description of the records you are requesting*:

By signing this form, you are declaring under penalty of perjury pursuant to 28 U.S.C. 1746, that the foregoing is true and correct.

Request will not be processed without valid signature.

Signature*: _____

II. TO FORMALLY SUBMIT YOUR PA REQUEST

There are four convenient ways to submit your PA Request Submission

Mail to:
National Reconnaissance Office
Information Review and Release Group
14675 Lee Road
Chantilly, VA 20151-1715

Email to:
FOIA@nro.mil *(You must attach this signed form to your email)*

Fax to:
703-745-0833

Attach to FOIA.gov request:
You may also attach this signed form to the
NRO FOIA request on the National [FOIA portal](#).

PRIVACY ACT STATEMENT

Authority:
5 U.S.C. 301, Departmental Regulations to implement the provisions of 5 U.S.C. 552, The Freedom of Information Act and 5 U.S.C. 552a, as amended, The Privacy Act of 1974; National Security Act of 1947, as amended, 50 U.S.C. 401 et seq.; E.O. 12333; E.O. 12958; E.O. 12968.

Purpose(s):
This system is maintained for the purpose of processing access requests and administrative appeals under the FOIA, access and amendment requests and administrative appeals under the Privacy Act, and requests and administrative appeals for Mandatory Declassification Review under the applicable executive order(s) governing classified national security information; for the purpose of participating in litigation regarding agency action on such requests and appeals; and for the purpose of assisting the NRO in carrying out any other responsibilities under the FOIA, the Privacy Act, and applicable executive orders; and to process requests for pre-publication review case processing.

Routine uses:
In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, and SORN QNR0-04 these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

The DoD 'Blanket Routines Uses' published at the beginning of the NRO compilation of systems of records notices apply to this system. Disclosures:
Disclosure of information is voluntary; however, failure to provide complete information may delay processing of the form.

OPR: COMM/IMSO/IRRG

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PREVIOUS EDITIONS ARE OBSOLETE

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