

## USNA GENERAL PRIVACY RELEASE AUTHORIZATION

**Privacy Act Statement:**

**AUTHORITY:** Public Law 93-579 (5 U.S.C. § 552a) Privacy Act of 1974; 10 U.S.C. 5013, Secretary of the Navy; SECNAVINST 52211.5F, USNAINST 5211.3D, DON Privacy Program; USNA 5211.3D, USNA Privacy Program; SORN **NM05211-1**, and SORN **NM05720-1**.

**PURPOSE:** This form is used to authorize the United States Naval Academy (USNA) to disclose privacy protected information, as defined in 5 U.S.C. § 552a, maintained by USNA to first and third parties.

**ROUTINE USES:** This form is used by USNA record holders as proof of identity and as authorization to release privacy protected information maintained by USNA to third parties.

**DISCLOSURE:** Voluntary; but failure to provide the following information may result in USNA's inability to release the requested information.

### SECTION I. REQUESTER INFORMATION

1. FULL NAME ( <i>First Middle Last</i> ):	2. ID NUMBER ( <i>Applicant, Candidate, Alpha...</i> ):	3. PHONE NUMBER:
4. EMAIL ADDRESS:	5. CURRENT ADDRESS:	

### SECTION II. RECIPIENT INFORMATION

6. RECIPIENT'S NAME:	7. RECIPIENT'S ORGANIZATION:	8. METHOD OF RECORD DELIVERY:
9. PHYSICAL MAILING ADDRESS ( <i>Address the records should be sent to</i> ):	10. EMAIL ADDRESS TO SEND RECORDS:	

### SECTION III. INFORMATION/RECORDS FOR RELEASE

11. TYPES OF RECORDS TO BE RELEASED:

<input type="checkbox"/> Copy of USNA Transcript	<input type="checkbox"/> Midshipmen Personnel File	<input type="checkbox"/> Midshipmen Development Center (MDC) File
<input type="checkbox"/> Copy of NAPS Transcript	<input type="checkbox"/> NAPS Personnel File	<input type="checkbox"/> Other/Specific Record ( <i>specify in block 12</i> )
<input type="checkbox"/> MIDN Medical Records ( <i>USNA does not maintain MIDN medical records. Make all requests for MIDN medical records directly to BUMED</i> )		
<input type="checkbox"/> Official Transcripts ( <i>Request these directly from the USNA Registrar's Office (<a href="https://www.usna.edu/Registrar/Transcripts.php">https://www.usna.edu/Registrar/Transcripts.php</a>) for USNA transcripts or the NAPS Registrar's Office (<a href="https://www.usna.edu/NAPS/registrar.php">https://www.usna.edu/NAPS/registrar.php</a>) for NAPS transcripts</i> )		

12. DESCRIPTION OF OTHER/ SPECIFIC RECORDS REQUESTED (*List specific records e.g. USNA or NAPS DD 214, Oath of Office, DD 785...*):

### SECTION IV. AUTHORIZATION

By signing block 14. below, I am authorizing the USNA to disclose the information/records listed above in blocks 11. and 12. to the recipient listed in block 6. I authorize the USNA, its components, offices, employees, contractors, agents, and assignees, to disclose information or records pertaining to me to the recipient listed above. I understand, if not specified in block 12., this may include and is not limited to reports, evaluations, and notes of any kind, contained in any record keeping system maintained by or on behalf of the USNA; that the USNA retains the discretion to decide if particular records or information are within the scope of this waiver; and that USNA has no control over how the recipient will use or disseminate my information. I agree to release and hold harmless USNA, its components, offices, employees, contractors, agents, and assignees, from any and all claims of action or damages of any kind arising from, or in any way connected to, the release or use of any information or records pursuant to this waiver. The signature below must be a physical signature or a digital signature approved in accordance with SECNAVINST 5239.24 such as the DoD PKI or DoD-approved PKI. By signing block 14. below, I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct, and that I am the person named in block 1. above, and I understand that any falsification of this statement is punishable under the provisions of 18 U.S.C. § 1001 by a fine of not more than \$10,000 or by imprisonment of not more than five years or both, and that requesting or obtaining any record(s) under false pretenses is punishable under the provision of 5 U.S.C. § 552a(i)(3) by a fine of not more than \$5,000.

13. FULL NAME ( <i>First Middle Last</i> ):	14. SIGNATURE:	15. DATE:
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