

U.S. Office of Personnel Management  
Freedom of Information / Privacy Act Section  
Federal Investigation Processing center  
PO Box 618  
Boyers, PA 16018

(Date) \_\_\_\_\_

To Whom It May Concern:

Under the provisions of the Freedom of Information / Privacy Act, I hereby request a copy of the background investigation conducted on me by the U.S. Office of Personal Management.

<b>My Full Name</b>	
<b>My Social Security Number</b>	
<b>My Date of Birth</b>	
<b>My Mailing Address</b>	
<b>Day time phone number</b> <i>(Where I can be reached to answer any questions about this request)</i>	
<b>Approximate Date the Investigation was conducted</b> <b>(Month / Year)</b>	

Thank you for your attention in this matter.

Sincerely,

(Signature) \_\_\_\_\_