



**PRIVACY RELEASE FORM**

Under the Privacy Act of 1974 (Public Law 93-579), federal government agencies are prohibited from releasing any information without a person’s written consent. Your signature authorizes Congressman Ted Poe, or a member of his staff, to contact government officials on your behalf.

Name: \_\_\_\_\_ Federal Agency \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please provide any agency case numbers that reference your case (e.g. Tax ID No.; Veterans Administration Claim No.; Alien Registration No.; Military ID No.; etc.) \_\_\_\_\_

Please thoroughly explain the nature of your issue that involves a federal agency or department. If necessary, use additional paper. Attach any correspondence or documentation that relates to or supports your case and submit the documents via e-mail, fax, or mail.

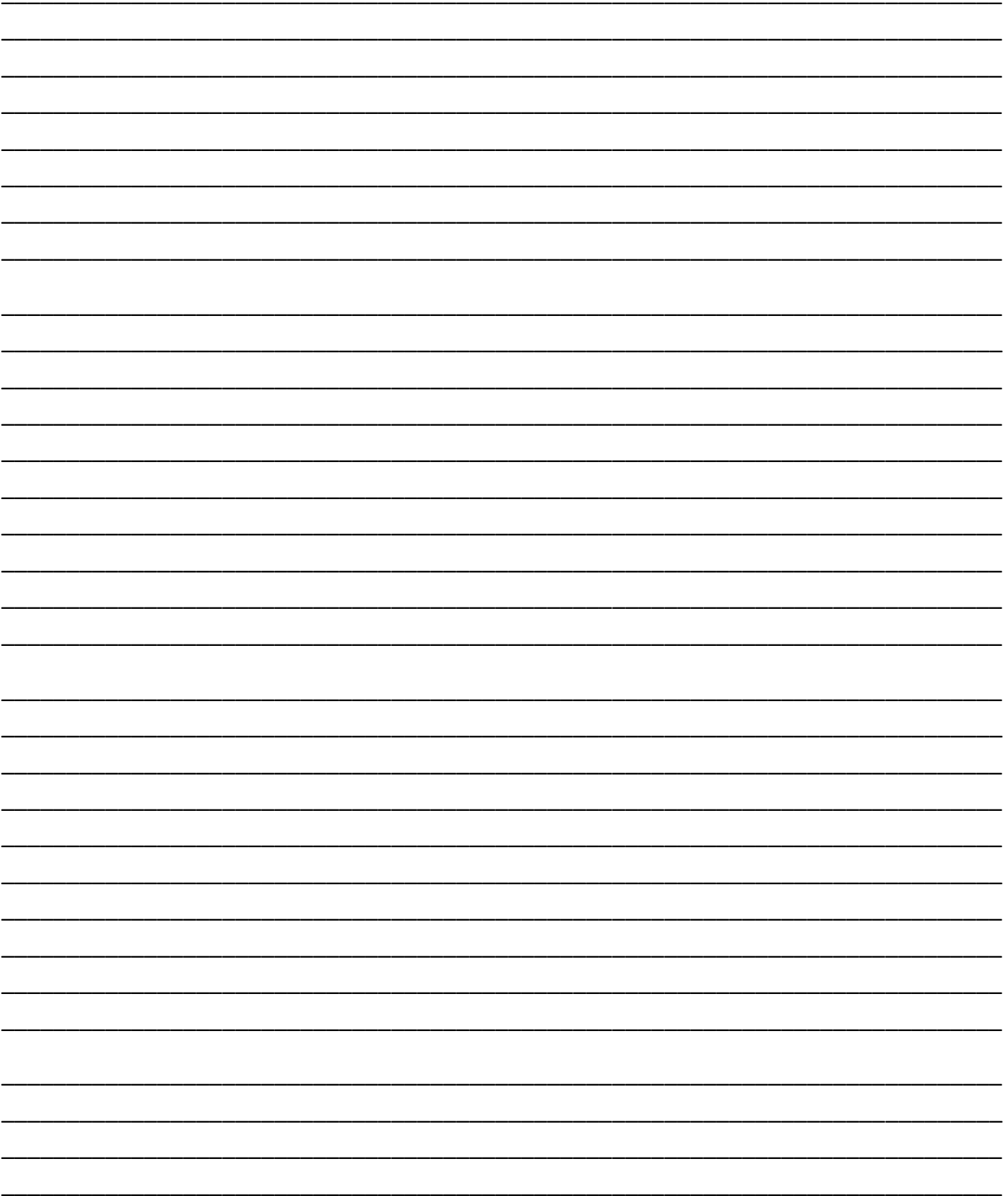
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state the specific outcome that you seek:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*While I strive to assist my constituents to receive the specific outcome that they seek, completing this form **does not** guarantee that my office will be able to assist you if your concern does not fall under the jurisdiction of the federal government or if there are no other available processes or recourses available to you from the federal government.*



# **Frequently Asked Questions:**

**Q: Once you receive my Privacy Release Form, what happens next?**

A: When my caseworker receives your form, it will be submitted to the appropriate agency. Receiving an initial response from an agency takes an average of 30 – 90 days. My office will contact you once it hears back from the agency.

**Q: Are there certain issues that you cannot help me with?**

A: Yes. I am unable to assist you with or intercede in any matter before any court, including one involving a criminal charge. In addition, issues involving private companies, such as your bank, cable provider, credit card company, or mortgage company, are also outside of my jurisdiction. Also, I cannot intercede in any city, county, municipal, or state government issue. Some examples of these include, but are not limited to, food stamps, road repairs, child support payments and probation.

**Q: Why is it important for you to have two forms of identification?**

A: This is important because it ensures that you are the person requesting assistance and not an unauthorized third party. Since most of the assistance provided by my caseworker is of a sensitive nature, providing two forms of identification helps my office to eliminate the possibility of fraud.

**Q: Someone I know is having a problem; can I request your assistance on their behalf?**

A: Unfortunately, I cannot initiate an inquiry with a federal agency without the primary party's consent. The person having the problem must be the one to initiate contact with my office and must be the person who completes the Privacy Release Form. Please note that Power of Attorney is not recognized by federal agencies, as it is granted by the State of Texas and not the federal government.

**Q: I live outside of your district, but I want your office to assist me. Can you still help me?**

A: In the tradition of congressional courtesy, I can only assist constituents of the 2<sup>nd</sup> Congressional District of Texas. My office is happy to forward your inquiry to your representative, if requested. If you have already contacted your Congressional Representative and are not satisfied with the response, you can contact your Senators, John Cornyn and Ted Cruz, who represent the entire State of Texas.

**Q: My issue does not involve a personal situation. I would, however, like to suggest legislative changes which I feel would be beneficial. How do I do that?**

A: This form is for casework with my Texas office only. If you would like to speak to someone regarding legislation, please contact my Washington D.C. office at 202-225-6565 or toll free at -866-425-6565.

# Checklist

Before you return your Privacy Release Form to my Texas office, please ensure that you have completed the following:

- I have signed and filled out all of the sections on the Privacy Release Form.
- I have written an explanation of my issue on the provided Privacy Release Form.
- I have included copies of two types of identification.
- I have read over the FAQ section of the Privacy Release Form.
- I have included documentation that I feel is relevant to my case (when appropriate).