[NOAA LETTERHEAD]

[REQUESTER'S NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP CODE]

Re: FOIA Request DOC-NOAA-**[20XX-00XXXX]**

Dear **[REQUESTER'S NAME]**:

In reference to the FOIA request referenced above, you are seeking records that may be subject to the Privacy Act, and as such, verification of your identity is necessary to process your request.

Please verify your identity consistent with the requirements of 15 C.F.R. 4.24 in connection with a request for records. Any access request, submitted pursuant to 5 U.S.C. 552a(d)(1), requires proof of identity, either in person, or by submission of documentation required by 15 CFR 4.24(d)(2). 15 CFR 4.24(d)(2) allows for either a certification of identity by a notary public, or by a perjury statement made in accordance with 28 U.S.C. 1746.

No action will be taken on your request pending your response, and the timeframe for responding to your request is tolled.

If you have questions regarding your request, please contact [**LIAISON'S NAME]** at **[EMAIL]** or call **[PHONE NUMBER]**.

Sincerely,

[LIAISON SIGNATURE BLOCK]