



WARNING

In accordance with National Defence Security Policy, the form titled **Statement of Member's Understanding - Personal Information Request Form (DND 2797-E)** is designated "**Protected B**" information once completed.

Completed "Protected B" forms **MUST NOT BE SAVED UNENCRYPTED** on any network and workstation drive or storage media. "Protected B" forms, when completed, **MUST BE ENCRYPTED USING THE DND ISSUED PKI SMARTCARD**. Failure to respect this requirement will result in a breach of security and sanctions shall be applied in accordance with the policy.

Personal Information Request Form

Privacy Act

Complete this form to apply for personal information about yourself under the *Privacy Act*. Describe the information being sought and provide any relevant details necessary to help the Department find it; and

Forward the Personal Information Request Form to **Director Access to Information and Privacy (DAIP), National Defence Headquarters, MGen George R. Pearkes Building, 101 Colonel By Drive, Ottawa, Canada, K1A 0K2**

Name of Applicant <i>(Previous name if applicable)</i>			
Address / Street		Apartment	City or Town
Province	Postal code	Telephone number <i>(Home)</i>	Telephone number <i>(Work)</i>

For Military / Ex-Military Personnel

Currently serving: <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, indicate release date	
<input type="checkbox"/> Regular <input type="checkbox"/> Reserve		Name / Location of unit	
SN / SIN	Rank	Date of birth	Enrolment date

For Civilian Personnel

PRI / SIN	Current / Former place of employment	Dates of employment with DND	
		From	To

Please provide details below of documents or files you are seeking, ie. *(Medical, Personnel, Dental, etc):*

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, present in Canada.

Signature	Date
-----------	------

PRIVACY NOTICE : The personal information is collected under the authority of the Privacy Act for the purpose of processing and responding to formal Privacy request. The personal information will be protected under the Privacy Act and will be used, disclosed and retained in accordance with the personal information bank PSU 901.