

If you need assistance with a personal case issue, in accordance with the Federal Privacy Act of 1974, we must have a signed [privacy release form](#) outlining your problem or a signed letter which clearly states your issue. This provides our office permission to look into the matter on your behalf. Please send the SIGNED release form or letter to the appropriate District Office via US Postal Service, fax or deliver it in person.

WE CANNOT ACCEPT EMAILS FOR CASEWORK ISSUES. WE MUST HAVE A LETTER AND/OR

[PRIVACY RELEASE FORM](#)

WITH YOUR ORIGINAL SIGNATURE. YOUR SIGNED CASE LETTER AND DOCUMENTS AND PRIVACY RELEASE FORM MAY BE FAXED OR MAILED TO THE APPROPRIATE DISTRICT OFFICE. YOU WILL BE CONTACTED IF WE HAVE ANY QUESTIONS OR UPON THE INITIATION OF YOUR CASE.

Once you have determined that your problem is one with which I can be of assistance, you should follow the steps listed below to gather necessary information and material before you contact my office. This will help my staff to assist you more efficiently.

### **STEP ONE: Complete a Privacy Release Authorization Form Under the Federal Privacy Act of 1974**

We must have a signed privacy release form (Please contact the correct district office (Waldorf or Greenbelt) to request a form or download it [here](#) ) outlining your problem or a signed letter which clearly states your issue. This provides our office permission to look into the matter on your behalf. Please send the SIGNED release form or letter to the appropriate District Office via US Postal Service, fax or deliver it in person. Please include any relevant case or alien numbers and supporting documents which relate to your inquiry. WE CAN NOT ACCEPT EMAILS UNLESS THEY HAVE YOUR ELECTRONIC SIGNATURE.

### **STEP TWO: Gather necessary paperwork**

You must provide my staff with any paperwork you have regarding your case. This might include letters from the agency, medical forms, and other forms and documents relating to your problem.

The agencies listed below require additional information. My staff will need this before they can make inquiries on your behalf:

**Internal Revenue Service Cases:** The IRS uses its own Authorization Form which you must complete before they will respond to an inquiry from my office. You can either print this form by clicking the link below, or request one through the mail by calling my office at 1-800-866-2701.

**Office of Personnel Management Cases:** The OPM uses your CSA or CSF number as well as your Social Security number, and, in some cases your Date of Birth is helpful. To report the death of an annuitant and to apply for survivor benefits, you will need the death certificate.

**Social Security Cases:** You need to apply for Social Security Disability benefits (SSD) before you contact my office. Once you have applied, my staff will need to have information on the office at which you filed your claim or appeal and where you are in the process.

**Veterans Affairs Cases:** For these cases your C# would be helpful along with your Social Security Number.

**Workers' Comp Cases:** Your case number along with your Social Security Number will help us track your case.

**Immigration Cases:** Need a alien number and case number