



U.S. Congressman Michael T. McCaul

10th District of Texas

Privacy Authorization Form

The Privacy Act of 1974 (5 U.S.C. § 552a) requires that Members of Congress or their staff have written authorization before they can obtain information about an individual's case. Family members, friends and other interested parties cannot give authorization on your behalf.

Congressman McCaul must have your written authorization before he can initiate an inquiry on your behalf.

Full Name (Print): _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Daytime phone #: _____ Email: _____

Social Security #: _____ Date of Birth: _____

Agency(s) Involved: _____

File/Claim Number: _____ Date File/Claim was opened: _____ Have you filed an appeal: Y / N

If military or VA:, which branch: _____ Years of Service (i.e. 1956-1958): _____

Does a hardship exist?: Y / N *(please elaborate / include evidence in your submission)*

Have you contacted any other Congressional office(s)? If yes, who?: _____

Briefly describe the problems you are having with the Agency & how you would like Congressman McCaul to help you:

On a separate sheet of paper, please elaborate on your request above.

Please include as many details as possible and include copies of all documentation pertaining to this issue.

I, _____, hereby authorize Congressman Michael McCaul and his staff to contact and work with *any federal agency* on my behalf in regard to the matter described above—including receiving and forwarding correspondence and documents from me and the agency to facilitate the inquiry.

If you would like our office to be able to communicate with another individual (i.e. spouse, CPA, etc.) please complete the following. *I authorize the release of information regarding this inquiry to:*

Name: _____ Relationship: _____

Signature of individual requesting inquiry *(electronic signatures cannot be accepted)* **Date**

Please return the form, and any supporting documentation you would like included with your inquiry, to one of the following offices:

***Note—for faster processing, please email your scanned privacy form and documents to McCaul.Casework@mail.house.gov**

9009 Mountain Ridge Drive
Austin Building, Suite 230
Austin, TX 78759
phone: 512-473-2357
fax: 512-473-0514

2000 S. Market Street, Suite 303
Brenham, TX 77833
Phone: 979-830-8497
Fax: 979-830-1984

990 Village Square, Suite B
Rosewood Professional Building
Tomball, TX 77375
Phone: 281-255-8372
Fax: 281-255-0034



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Frequently Asked Questions

Q. Once I send Congressman McCaul my Privacy Authorization Form what happens next?

- A. Once your form is received it will be assigned to one of Congressman McCaul's casework staff who handles the Agency from which you are seeking assistance. Your request will be reviewed and an inquiry will be submitted to the Agency. Your caseworker will contact you via phone, email or letter to provide you with their contact information.

Q. How long does it take for a response to be provided to Congressman McCaul about your case?

- A. Receiving an initial response can take an average of 30—120 days, depending on the complexity of the issue. Some complex cases can exceed this average. During this time, please be assured that my office checks in with the agencies to make sure that your case is receiving adequate attention in a timely manner. Once my office has an update, it will be provided to you as quickly as possible.

- Congressman McCaul cannot dictate a federal agency to act in your favor
- Congressman McCaul can request an expedite with a federal agency, but he cannot demand that an expedite be granted

Q. Are there issues you cannot help with?

- A. My office is unable to provide assistance regarding problems with:
- state or local agencies / entities
 - court / legal matters
 - private disputes

Q. I live outside Congressman McCaul's district, but would still like your office to help me!

- A. Congressman McCaul can only provide assistance to constituents who reside in Texas' Tenth District. You should reach out to your Member of Congress. If you do not know who your Representative is you can look them up at www.house.gov. If you have contacted your Representative already and require further assistance, you should contact Senator Ted Cruz or Senator John Cornyn, who represent the entire state of Texas.