



# Congressman Roger Williams

25th District of Texas

## Privacy Release Form

### Austin District Office

1005 Congress Ave.  
Suite 925  
Austin, TX 78701  
Phone: 512-473-8910

### Cleburne District Office

115 S. Main Street  
Suite 206  
Cleburne, TX 76033  
Phone: 817-774-2575

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.

Full Name (Print): \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ 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 issues you are experiencing with the agency, and how Congressman Williams can assist:**

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

**Please elaborate on your request above using the provided sheet.**

**Provide as many details as possible, along with any documentation you would like included in the inquiry.**

I, \_\_\_\_\_, hereby authorize Congressman Roger Williams 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.

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

\_\_\_\_\_  
**Date**

Please elaborate on your request (if you need more room please attach another sheet):

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

***For fastest processing, please email your scanned privacy form and documents to TX25.Casework@mail.house.gov***

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: \_\_\_\_\_



**Congressman Roger Williams**

25<sup>th</sup> Congressional District, Texas

# Frequently Asked Questions

***Q: Once I send Congressman Williams my Privacy Release Form, what happens next?***

**A:** Once your form is received, it will be assigned to one of Congressman Williams' casework staff. Your request will be reviewed and an inquiry will be submitted to the Agency. Your assigned 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 Williams about my 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 an update is provided, your assigned caseworker will update you as quickly as possible.

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

***Q: Are there issues Congressman Williams cannot help with?***

**A:** Congressman Williams' office is unable to provide assistance regarding:

- State, county, or local entities
- Court or legal matters
- Private disputes

***Q: I live outside Congressman Williams' district, but would still like his office to help me. Is this possible?***

**A:** Congressional courtesy, a long-standing tradition in the United States House of Representatives, dictates that a Congressman be given the opportunity to assist the constituents they were elected to represent. Therefore, you should reach out to your Member of Congress. If you do not know who your Representative is, you can search your area at [www.house.gov](http://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.