



CONGRESSWOMAN  
**CHERI BUSTOS**  
 REPRESENTING THE 17TH DISTRICT OF ILLINOIS

**PRIVACY RELEASE FORM**  
 Authorization in Accordance with the 1974 Privacy Act

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Other Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Social Security Number / Alien Number: \_\_\_\_\_

*(Please provide the appropriate identification number pertaining to the assistance which you are seeking our help)*

Case Number: \_\_\_\_\_ Claim Number: \_\_\_\_\_

Have you contacted any other elected official regarding this case? Yes / No (Circle one) If so, who?

\_\_\_\_\_  
 Name of Agency Involved: \_\_\_\_\_

Please describe the specific information you are requesting or the exact nature of the problem you are experiencing. Send copies of any relevant information (DO NOT SEND ORIGINALS). Use extra paper if necessary.

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

*Note: The Privacy Act requires the completion of this form in order for Congresswoman Bustos or her representative to receive information on behalf of her constituents. I hereby authorize Congresswoman Bustos or her representative to receive information on my behalf and/or to discuss my records with the agency involved.*

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Rock Island Office  
 2401 4<sup>th</sup> Avenue  
 Rock Island, IL 61201  
 (309) 786-3406

Rockford Office  
 119 N. Church Street  
 Suite 207  
 Rockford, IL 61101  
 (815) 968-8011

Peoria Office  
 3100 N. Knoxville Avenue  
 Suite 205  
 Peoria, IL 61603  
 (309) 966-1813

## CONGRESSIONAL INQUIRIES

### General Guidelines

Members and staff of the United States House of Representatives often act as facilitators between constituents and administrative agencies of the federal government. The Ethics Rules of the United States House of Representatives allow Members and staff to communicate with agencies on behalf of constituents to:

- Request information, initiate a legitimate inquiry, or determine the status of a pertinent matter (inquiries may not be initiated if based on speculation, suspicion or if they lack foundation)
- Request reconsideration of an administrative decision if permitted under law, rule, or regulation.

Members and staff may not:

- Exert undue, gratuitous, or improper influence on agency officials
- Circumvent agency rules or regulations or alter agency determinations
- Make off-the-record comments to the government officials concerning matters subject to formal agency proceedings (I.e. "ex parte" communications with decision makers that are made without prior notice to all parties)
- Receive money or things of value (other than Congressional salary) in return for, or as a result of, official assistance

It is also important to note the following:

- Although constituents may provide appropriate documentation for their inquiries, providing such documentation in and of itself does not assure favorable decisions by agencies
- Members and staff may not help constituents with matters which are either criminal or judicial in nature nor concerns which in any way involve past or pending litigation
- Members and staff refer constituents with matters pertaining to state and local governments to the appropriate state or local agency
- Members and staff may not initiate inquiries on behalf of third parties: the constituent desiring assistance must request it in writing
- Members and staff may not initiate inquiries with private entities
- As a matter of congressional courtesy, Members and staff must refer inquiries from individuals outside their district to the Member of Congress who represents them
- Members and staff must allow Federal agencies enough time to provide a thorough response to inquiries

These guidelines are general in nature. Given the varying complexity and unique aspects of certain inquiries, more specific guidelines may apply. Should you have any questions or need clarification, please contact the District Office at (309) 786-3406.