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Lackland AFB, TX 78236  
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January 8, 2009

MEMO FOR: Webster University Civilian Students Attending Classes on Lackland AFB

SUBJECT: Release of Personal Information – **Additional information needed**

On January 7, 2009, all universities teaching classes on Lackland AFB were advised by the Lackland Education Services Office that, effective immediately, they will need the **full social security number** of all civilians requesting access to Lackland AFB to attend classes. The information will be used to conduct Wants and Warrants searches.

We have been tasked with gathering the information and providing it to the Lackland Education Services Office. They will encrypt the information and forward it to the Base Security Forces personnel.

We respect and value your privacy and assure you that the information provided will not be mishandled. If you have concerns, please contact me via telephone at 210-674-0014 or stop by my office on Lackland AFB, Texas.

Debra L. Ingles  
Director



## PRIVACY ACT OF 1974

### Authorization to Release Personal Information

I, \_\_\_\_\_, hereby authorize  
(PLEASE PRINT NAME)  
Webster University to release the information requested below to the Lackland AFB Education Services Office and Security Forces. The information is required to conduct wants and warrants searches for students attending classes on Lackland AFB, Texas. I understand that this is a requirement to attend classes on Lackland AFB. This release is in force throughout my tenure at Webster University.

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

\_\_\_\_\_  
**Last Name, First Name, MI**

\_\_\_\_\_  
**Social Security Number**

\_\_\_\_\_  
**Telephone Contact Number**

\_\_\_\_\_  
**Driver's License Number and State**

\_\_\_\_\_  
**Date of Birth**

\_\_\_\_\_  
**Signature**

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

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