

EMPLOYEE ADDRESS

1. NAME (Last, First, Middle)						2. SOCIAL SECURITY NO.						
CURRENT RESIDENCE ADDRESS	3. FIRST LINE STREET ADDRESS			4. SECOND LINE STREET ADDRESS			5. THIRD LINE STREET ADDRESS					
	6. CITY NAME	7. CITY CODE (Agency Use)	8. COUNTY CODE (Agency Use)	9. STATE OR COUNTRY NAME		10. STATE OR COUNTRY CODE (Agency Use)		11. ZIP CODE				
CHECK MAILING ADDRESS OTHER THAN BANK	12. FIRST LINE STREET ADDRESS			13. SECOND LINE STREET ADDRESS								
	14. CITY NAME	15. CITY CODE (Agency Use)	16. STATE OR COUNTRY NAME		17. STATE OR COUNTRY CODE (Agency Use)		18. ZIP CODE					
19. DESIGNATED AGENT CODE	20. SIGNATURE OF EMPLOYEE						21. DATE SIGNED					

PRIVACY ACT NOTICE FOR AD-349, EMPLOYEE ADDRESS

General

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Form AD-349.

Authority

5 USC 301

Purpose and Uses

This form is used to obtain an employee's home address and check mailing address.

Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b) (Privacy Act of 1974)

Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you are seeking. Solicitation of the SSN by the United States Department of Agriculture is authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN is used as an identifier throughout your Federal career from the time of application through retirement. It will be used primarily to identify your records that you file with the U.S. Department of Agriculture. The SSN will be used by the U.S. Department of Agriculture and other Federal Agencies in connection with lawful requests for information about you from your former employers, educational institutions, and financial or other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration processes carried out in accordance with established regulations and published notices of systems of records. The SSN also will be used for the selection of persons to be included in statistical studies of personnel management matters. The use of the SSN is made necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

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