



AD-A272 169



February 6, 1980  
NUMBER 5400.12

ASD(C)

## Department of Defense Directive

2

SUBJECT Obtaining Information from Financial Institutions

- References:
- (a) Title 12, United States Code, Section 3401 et seq., Public Law 95-630, "Right to Financial Privacy Act of 1978"
  - (b) DoD Directive 5400.11, "Personal Privacy and Rights of Individuals Regarding Their Personal Records," August 4, 1975
  - (c) Rule 41 of the Federal Rules of Criminal Procedure
  - (d) Manual for Courts Martial (1969 Revised)
  - (e) Uniform Code of Military Justice (UCMJ)
  - (f) Executive Order 12036, January 24, 1978

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### A. PURPOSE

This Directive implements reference (a) and prescribes the procedures for the Department of Defense to use to gain access to financial records maintained by financial institutions.

### B. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Defense Investigative Service, and the National Security Agency (hereafter referred to as the "DoD Components").

2. Its provisions apply only to financial records maintained by financial institutions as defined in section A. of enclosure 1.

### C. DEFINITIONS

The terms used in this Directive are defined in enclosure 1.

### D. POLICY

1. It is the policy of the Department of Defense when obtaining financial records from a financial institution to seek the consent of the customer to whom the record pertains, unless doing so compro-

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for public release and sale; its  
distribution is unlimited.

93-26758



mises or harmfully delays a legitimate law enforcement inquiry. If the person declines to consent to disclosure, the alternative means of obtaining the records authorized by this Directive shall be utilized.

2. The provisions of 12 U.S.C. 3401 et seq. (reference (a)) and this Directive do not govern obtaining access to financial records maintained by military banking contractors located outside of the United States, the District of Columbia, Guam, American Samoa, or the Virgin Islands. The Assistant Secretary of Defense (Comptroller) is authorized to develop procedures for obtaining access to financial records maintained by military banking contractors in those areas.

E. INFORMATION REQUIREMENTS

The report required by enclosure 14 of this Directive is assigned Report Control Symbol DD-COMP(A)1538.

F. RESPONSIBILITIES

1. Heads of affected DoD Components shall:

a. Follow the procedures outlined in this Directive when seeking access to financial records.

b. Establish procedures for implementing this Directive within the Component.

c. Establish procedures to ensure that the report required by enclosure 14 is forwarded to the Defense Privacy Board, Office of the Deputy Assistant Secretary of Defense (Administration).

2. The Deputy Assistant Secretary of Defense (Administration), or designee, shall:

a. Prepare a consolidated DoD annual report required by 12 U.S.C. 3421(b) (reference (a)) and enclosure 14;

b. Provide policy guidance to DoD Components to implement this Directive.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.



W. Graham Claytor, Jr.  
Deputy Secretary of Defense

Enclosures-14

1. Definitions
2. Requesting Basic Identifying Account Information
3. Procedures for Obtaining Customer's Consent
4. Other Access Procedures
5. Requests for Financial Records in Connection with Foreign Intelligence and Foreign Counterintelligence Activities
6. Emergency Access Procedures
7. Procedures for Delay of Notice
8. Procedures for Releasing Information Obtained from Financial Institutions
9. Request for Basic Identifying Account Data Format
10. Customer Consent and Authorization for Access Format
11. Formal Written Request for Access Format
12. Customer Notice of Formal Written Request Format
13. Certificate of Compliance with the Right to Financial Privacy Act of 1978
14. Right to Financial Privacy Act of 1978 Annual Report

DEFINITIONS

A. Financial Institution. Any office of a bank, savings bank, credit card issuer, industrial loan company, trust company, savings and loan, building and loan, homestead association (including cooperative banks), credit union, or consumer finance institution that is located in any state or territory of the United States, or in the District of Columbia, Puerto Rico, Guam, American Samoa, or the Virgin Islands.

B. Financial Record. An original, its copy, or information known to have been extracted from the original record held by a financial institution that pertains to a customer's relationship with the financial institution.

C. Person. An individual or a partnership of five or less individuals.

D. Customer. Any person or authorized representative of that person who used or is using any service of a financial institution or for whom a financial institution is acting or has acted as fiduciary for an account maintained in the name of that person.

E. Law Enforcement Office. Any element of a DoD Component authorized by the Component head to conduct law enforcement inquiries.

F. Law Enforcement Inquiry. A lawful investigation or official proceeding that inquires into a violation of or failure to comply with a criminal or civil statute, or any rule, regulation, or order issued pursuant thereto.

G. Personnel Security Investigation. An investigation required to determine a person's eligibility for access to classified information, assignment or retention in sensitive duties, or other designated duties requiring such investigation. Personnel security investigations include investigations of subversive affiliations, suitability information, or hostage situations conducted for the purpose of making personnel security determinations; and also include investigations of allegations that arise subsequent to adjudicative action that require resolution to determine an individual's current eligibility for access to classified information, or assignment or retention in a sensitive position.

H. Personnel Security Element. Any element of a DoD Component authorized by the Secretary of Defense to conduct personnel security investigations.

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Feb 6, 80  
5400.12 (Encl 2)

REQUESTING BASIC IDENTIFYING ACCOUNT INFORMATION

A. A DoD law enforcement office may issue a formal written request for basic identifying account information to a financial institution relevant to a legitimate law enforcement inquiry. A request may be issued to a financial institution for any or all of the following identifying data:

1. Name.
2. Address.
3. Account number.
4. Type of account of any customer or ascertainable group of customers associated with a financial transaction or class of financial transactions.

B. A request for disclosure of the above specified basic identifying information concerning a customer's account shall not require any customer notice (enclosures 4, 6, and 8), challenge (enclosure 4) or transfer (enclosure 8) procedures. However, this partial exception for basic identifying data shall not alter the mandatory access requirements set forth in enclosures 3 and 4 to obtain the actual financial record itself.

C. A format for requesting basic identifying account data is set forth in enclosure 9.

PROCEDURES FOR OBTAINING CUSTOMER'S CONSENT

- A. A DoD law enforcement office or personnel security element seeking access to a person's financial records shall, when feasible, obtain the customer's consent.
- B. Any consent obtained under section A., above, shall:
1. Be in writing, signed, and dated.
  2. Identify the particular financial records that are being disclosed.
  3. State that the customer may revoke the consent at any time before disclosure.
  4. Specify the purpose for disclosure and to which agency the records may be disclosed.
  5. Authorize the disclosure for a period not in excess of 3 months.
  6. Contain a Privacy Act advisory statement required by DoD Directive 5400.11 (reference (b)) for a personnel security investigation.
  7. Contain a "Statement of Customer Rights Under the Right to Financial Privacy Act of 1978" (reverse side of enclosure 10).
- C. Any customer's consent not containing all of the elements listed in section B., above, shall be void. A customer consent form, in a format set forth in enclosure 10, shall be used for this purpose.
- D. A copy of the customer's consent shall be made a part of the law enforcement inquiry or personnel security investigation file.
- E. A certification of compliance with 12 U.S.C. 3401 et seq. (reference (a)), in writing (enclosure 13), along with the customer's consent, shall be provided to the financial institution as a prerequisite to obtaining access to financial records.
- F. The annual reporting requirements of enclosure 14 shall apply to any request for access under section A, above.

OTHER ACCESS PROCEDURES

A. Access By Compulsory Legal Process

1. Administrative Summons or Subpoena. DoD Components are without authority to issue an administrative summons or subpoena for access to financial records.

2. Search Warrant

a. A law enforcement office may obtain financial records by using a search warrant obtained under Rule 41 of the Federal Rules of Criminal Procedure (reference (c)) in appropriate cases.

b. Unless a delay of notice has been obtained under provisions of enclosure 7, the law enforcement office shall, no later than 90 days after serving the search warrant, mail to the customer's last known address a copy of the search warrant together with the following notice:

"Records or information concerning your transactions held by the financial institution named in the attached search warrant were obtained by this [agency or department] on [date] for the following purpose: [state purpose]. You may have rights under the Right to Financial Privacy Act of 1978."

c. In any state or territory of the United States, or in the District of Columbia, Puerto Rico, Guam, American Samoa, or the Virgin Islands, search warrants signed by installation commanders or military judges shall not be used to gain access to financial records.

3. Judicial Subpoena. Judicial subpoenas are those issued in connection with a pending judicial proceeding and include subpoenas issued under paragraph 115 of the Manual for Courts Martial (reference (d)) and Article 46 of the UCMJ (reference (e)). Cognizant legal counsel shall be consulted on the availability and use of judicial subpoenas.

B. Formal Written Request

1. A law enforcement office may issue a formal written request for financial records when the records sought are relevant to a legitimate law enforcement inquiry. This request may be issued only if the customer has declined to consent, enclosure 3, to the disclosure of his or her records, or if it is determined that to seek consent from the customer would compromise or harmfully delay a legitimate law enforcement inquiry.

2. A formal written request shall be in a format set forth in enclosure 11 and shall:

a. State that the request is issued under the Right to Financial Privacy Act of 1978 and the Component's implementation of this Directive.

b. Describe the specific records to be examined.

c. State that access is sought in connection with a legitimate law enforcement inquiry.

d. Describe the nature of the inquiry.

e. Be signed by the head of the law enforcement office or a designee.

3. When a formal written request is issued to a financial institution, a copy of the request shall, at the same time or before, be personally served upon, or mailed to the customer's last known address unless a delay of customer notice has been obtained under enclosure 7. The notice to the customer shall be in a format similar to enclosure 12 and shall be personally served at least 14 days or mailed at least 18 days prior to the date on which access is sought.

4. The official who signs the customer notice shall be designated to receive any challenge from the customer.

5. The customer shall have 14 days to challenge a notice request when personal service is made and 18 days when service is by mail.

6. Components shall establish procedures to ensure that no access to financial records is attempted before the expiration of the pertinent time period while awaiting receipt of a potential customer challenge, or prior to the adjudication, prescribed by 12 U.S.C. 3410 (reference (a)), of any challenge made.

7. When a customer fails to file a challenge to access to financial records within the pertinent above time periods, or after a challenge is adjudicated in favor of the law enforcement office, the head of the office, or a designee, shall certify in writing to the financial institution that such office has complied with the requirements of 12 U.S.C. 3401 et seq. (reference (a)). No access to any financial records shall be made before such certification is given.

#### C. Certification

Prior to obtaining the requested records under subsections A.2. and A.3., above, a certification of compliance with reference (a), enclosure 13, shall be provided to the financial institution as a prerequisite to obtaining access to financial records.

#### D. Annual Report

The annual reporting requirements of enclosure 14 shall apply to the access procedures under subsections A.2. and A.3. and section B., above.



REQUESTS FOR FINANCIAL RECORDS IN CONNECTION WITH FOREIGN  
INTELLIGENCE AND FOREIGN COUNTERINTELLIGENCE ACTIVITIES

A. Except as specified in section B., below, nothing in this Directive shall apply to requests for financial records in connection with authorized foreign intelligence and foreign counterintelligence activities as defined in E.O. 12036 (reference (f)).

B. When a request for financial records is made under section A., above, a Component official designated by the Secretary of Defense, the Secretary of a Military Department, or the Head of the DoD Component authorized to conduct foreign intelligence and foreign counterintelligence activities shall certify to the financial institution that the requesting Component has complied with the provisions of 12 U.S.C. 3401 et seq. (reference (a)). Such certification, in a format similar to enclosure 13, shall be made before obtaining any records.

C. A Component requesting financial records under section A., above, may notify the financial institution from which records are sought that section 3414(3) of 12 U.S.C. 3401 et seq. (reference (a)) prohibits disclosure to any person by the institution, its agents, or employees that financial records have been sought or obtained.

D. The annual reporting requirements of enclosure 14 shall apply to any request for access under section A., above.

EMERGENCY ACCESS PROCEDURES

A. Except as provided in sections B. and C. below, nothing in this Directive shall apply to a request for financial records from a financial institution when the law enforcement office making such request determines that a delay in obtaining access to such records would create an imminent danger of:

1. Physical injury to any person.
2. Serious property damage.
3. Flight to avoid prosecution.

B. When access is made to financial records under section A., above, a Component official designated by the Secretary of Defense or the Secretary of a Military Department shall:

1. Certify in writing, in a format set forth in enclosure 13, to the financial institution that the Component has complied with the provisions of 12 U.S.C. 3401 et seq. (reference (a)), as a prerequisite to obtaining access.

2. Submit for filing with the appropriate court a signed sworn statement setting forth the grounds for the emergency access within 5 days of obtaining access to financial records.

C. After filing of the signed sworn statement required by subsection B.2, above, the Component that has obtained access to financial records under section A., above, shall personally serve or mail to the customer a copy of the request to the financial institution and the following notice, unless a delay of notice has been obtained under enclosure 7.

"Records concerning your transactions held by the financial institution named in the attached request were obtained by [agency or department] under the Right to Financial Privacy Act of 1978 on [date] for the following purpose: [state with reasonable specificity the nature of the law enforcement inquiry]. Emergency access to such records was obtained on the grounds that [state grounds]."

Mailings under this paragraph shall be by certified or registered mail to the last known address of the customer.

D. The annual reporting requirements of enclosure 14 shall apply to any access pursuant to section A., above.

PROCEDURES FOR DELAY OF NOTICE

A. The customer notice required by subsection B.3., of enclosure 4, section C. of enclosure 6, or section C. of enclosure 8 may be delayed for successive periods of 90 days. The notice required by paragraph A.2.b. of enclosure 4 may be delayed for one period of 180 days and successive periods of 90 days. A delay of notice may only be granted by a court of competent jurisdiction and only when not serving the notice would result in:

1. Endangering the life or physical safety of any person.
2. Flight from prosecution.
3. Destruction of or tampering with evidence.
4. Intimidation of potential witnesses.
5. Otherwise seriously jeopardizing an investigation or official proceeding or unduly delaying a trial or ongoing official proceeding to the same degree as the circumstances in subsections 1 through 4 above.

B. When a delay of notice is appropriate, legal counsel shall be consulted to obtain such a delay. Application for delays of notice shall be made with reasonable specificity.

C. Upon the expiration of a delay obtained under section A., above, of a notice required by:

1. Paragraph A.2.b. of enclosure 4, the law enforcement office obtaining such records shall mail to the customer a copy of the search warrant and the following notice:

"Records or information concerning your transactions held by the financial institution named in the attached search warrant were obtained by this [agency or department] on [date]. Notification was delayed beyond the statutory 90-day delay period pursuant to a determination by the court that such notice would seriously jeopardize an investigation concerning [state with reasonable specificity]. You may have rights under the Right to Financial Privacy Act of 1978."

2. Subsection B.3. of enclosure 4, the law enforcement office obtaining such records shall serve personally or mail to the customer a copy of the process or request and the following notice:

"Records of information concerning your transactions which are held by the financial institution named in the attached process or request were supplied to or requested by the Government authority named in the process or request on

[date]. Notification was withheld pursuant to a determination by the [title of the court so ordering] under the Right to Financial Privacy Act of 1978 that such notice might [state reason]. The purpose of the investigation or official proceeding was [state purpose with reasonable specificity]."

3. Section C. of enclosure 6, the law enforcement office obtaining financial records shall serve personally or mail to the customer a copy of the request and the notice required by section C. of enclosure 6.

4. Section C. of enclosure 8, the law enforcement office or personnel security element transferring such records shall serve personally or mail to the customer the notice required by section C. of enclosure 8.

D. The annual reporting requirements of enclosure 14 shall apply to any request for access under the delay of notice.

PROCEDURES FOR RELEASING INFORMATION OBTAINED FROM FINANCIAL INSTITUTIONS

A. Financial records obtained under 12 U.S.C. 3401 et seq. (reference (a)) shall be marked: "This record was obtained pursuant to the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., and may not be transferred to another federal agency or department without prior compliance with the transferring requirements of 12 U.S.C. 3412."

B. Financial records obtained under the provisions of 12 U.S.C. 3401 et seq. (reference (a)) shall not be transferred to another agency or department outside the Department of Defense unless the head of the transferring law enforcement office, personnel security element, or delegate certifies in writing that there is reason to believe that the records are relevant to a legitimate law enforcement inquiry within the jurisdiction of the receiving agency or department. Such certificates shall be maintained with the DoD Component copy of the released records.

C. Unless a delay of customer notice has been obtained under enclosure 7, when financial information is transferred under section B., above, the law enforcement office or personnel security element shall within 14 days, personally serve or mail to the customer, at his or her last known address, a copy of the certificate required by section B., above, and the following notice:

"Copies of or information contained in your financial records lawfully in possession of [name of agency] have been furnished to [name of agency] pursuant to the Right to Financial Privacy Act of 1978 for the following purposes: [state reason]. If you believe that this transfer has not been made to further a legitimate law enforcement inquiry, you may have legal rights under the Financial Privacy Act of 1978 or the Privacy Act of 1974."

D. If a request for release of information is from a federal agency authorized to conduct foreign intelligence or foreign counterintelligence activities, as defined in E.O. 12036 (reference (f)), for purposes of conducting its protective functions, the transferring DoD Component may release the information without notifying the customer.

Feb 6, 80  
5400.12 (Encl 9)

REQUEST FOR BASIC IDENTIFYING ACCOUNT DATA FORMAT

[Official Letterhead]

[Date]

TO: [Name and address of financial institution]

FROM: [Name and address of the DoD Component]

SUBJECT: Request for Basic Identifying Account Data concerning  
[Customer's name or any other appropriate identification]

In connection with a legitimate law enforcement inquiry and pursuant to section 3413(g) of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., you are requested to provide the following account information: [Name, address, account number, and type of account of any customer or ascertainable group of customers associated with a certain class of financial transactions as set forth in enclosure 2].

I hereby certify, pursuant to section 3403(b) of the Right of Financial Privacy Act of 1978, that the provisions of the Act have been complied with as to this request for account information.

[Signature]  
[Name and title of official]  
[DoD Component]  
[Telephone]

Under section 3417(c) of the Act, good faith reliance upon this certification relieves your institution and its employees and agents of any possible liability to the subject in connection with the disclosure of the requested financial records.

Feb 6, 80  
5400.12 (Encl 10)

CUSTOMER CONSENT AND AUTHORIZATION FOR ACCESS FORMAT

Pursuant to section 3404(a) of the Right to Financial Privacy Act of 1978, I, [Name of customer], having read the explanation of my rights on the reverse side, hereby authorize the [Name and address of financial institution] to disclose these financial records: [List the particular financial records] to [DoD Component] for the following purpose(s): [Specify the purpose(s)].

I understand that this authorization may be revoked by me in writing at any time before my records, as described above, are disclosed, and that this authorization is valid for no more than three months from the date of my signature.

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

Signature: \_\_\_\_\_  
                  [Typed name]  
                  [Address of customer]

## STATEMENT OF CUSTOMER RIGHTS UNDER THE RIGHT TO FINANCIAL PRIVACY ACT OF 1978

Federal law protects the privacy of your financial records. Before banks, savings and loan associations, credit unions, credit card issuers, or other financial institutions may give financial information about you to a federal agency, certain procedures must be followed.

### CONSENT TO FINANCIAL RECORDS

You may be asked to consent to the financial institution making your financial records available to the Government. You may withhold your consent, and your consent is not required as a condition of doing business with any financial institution. If you give your consent, it can be revoked in writing at any time before your records are disclosed. Furthermore, any consent you give is effective for only three months, and your financial institution must keep a record of the instances in which it discloses your financial information.

### WITHOUT YOUR CONSENT

Without your consent, a federal agency that wants to see your financial records may do so ordinarily only by means of a lawful subpoena, summons, formal written request, or search warrant for that purpose. Generally, the federal agency must give you advance notice of its request for your records explaining why the information is being sought and telling you how to object in court. The federal agency must also send you copies of court documents to be prepared by you with instructions for filling them out. While these procedures will be kept as simple as possible, you may want to consult an attorney before making a challenge to a federal agency's request.

### EXCEPTIONS

In some circumstances, a federal agency may obtain financial information about you without advance notice or your consent. In most of these cases, the federal agency will be required to go to court for permission to obtain your records without giving you notice beforehand. In these instances, the court will make the Government show that its investigation and request for your records are proper.

When the reason for the delay of notice no longer exists, you will usually be notified that your records were obtained.

### TRANSFER OF INFORMATION

Generally, a federal agency that obtains your financial records is prohibited from transferring them to another federal agency unless it certifies in writing that the transfer is proper and sends a notice to you that your records have been sent to another agency.

### PENALTIES

If the federal agency or financial institution violates the Right to Financial Privacy Act, you may sue for damages or seek compliance with the law. If you win, you may be repaid your attorney's fee and costs.

### ADDITIONAL INFORMATION

If you have any questions about your rights under this law, or about how to consent to release your financial records, please call the official whose name and telephone number appears below:

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(Name, title, telephone number)

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(Component activity, address)



Feb 6, 80  
5400.12 (Encl 11)

FORMAL WRITTEN REQUEST FOR ACCESS FORMAT

[Official letterhead]

[Date]

TO: [Name and address of financial institution]

FROM: [Name and address of the DoD Component]

SUBJECT: Formal Written Request for Financial Records of [Customer's name or any other appropriate identification]

In connection with a legitimate law enforcement inquiry and pursuant to section 3402(5) and section 3408 of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., and [cite Component's implementation of this Directive], you are requested to provide the following account information pertaining to the subject:

[Describe the specific records to be examined]

The [DoD Component] is without authority to issue an administrative summons or subpoena for access to these financial records which are required for [Describe the nature or purpose of the inquiry].

A copy of this request was [personally served upon or mailed] to the subject on [Date] who has [10 or 14] days in which to challenge this request by filing an application in an appropriate United States district court if the subject desires to do so.

Upon the expiration of the above mentioned time period and absent any filing or challenge by the subject, you will be furnished a certification certifying in writing that the applicable provisions of the Act have been complied with prior to obtaining the requested records. Upon your receipt of a Certificate of Compliance with the Right to Financial Privacy Act of 1978, you will be relieved of any possible liability to the subject in connection with the disclosure of the requested financial records.

[Signature]  
[Name and title of official]  
[DoD Component]  
[Telephone]

CUSTOMER NOTICE OF FORMAL WRITTEN REQUEST FORMAT

[Official letterhead]

[Date]

Mr./Ms. XXXXX X. XXXX  
1500 N. Main Street  
Washington, DC 20314

Dear Mr./Ms. XXXX:

Information or records concerning your transactions held by the financial institution named in the attached request are being sought by the [agency/ department] in accordance with the Right to Financial Privacy Act, of 1978, Title 12, United States Code, Section 3401 et seq., and [Component's implementing document], for the following purpose(s):

[List the purpose(s)]

If you desire that such records or information not be made available, you must:

1. Fill out the accompanying motion paper and sworn statement or write one of your own, stating that you are the customer whose records are being requested by the Government and either giving the reasons you believe that the records are not relevant to the legitimate law enforcement inquiry stated in this notice or any other legal basis for objecting to the release of the records.

2. File the motion and statement by mailing or delivering them to the clerk of any one of the following United States District Courts:

[List applicable courts]

3. Serve the Government authority requesting the records by mailing or delivering a copy of your motion and statement to: [Give title and address].

4. Be prepared to come to court and present your position in further detail.

5. You do not need to have a lawyer, although you may wish to employ one to represent you and protect your rights.

If you do not follow the above procedures, upon the expiration of 10 days from the date of personal service or 14 days from the date of mailing of this notice, the records or information requested therein may be made available. These records may be transferred to other Government authorities for legitimate law enforcement inquiries, in which event you will be notified after the transfer.

[Signature]  
[Name and title of official]  
[DoD Component]  
[Telephone]

Attachments-3

1. Copy of request
2. Motion papers
3. Sworn statement

Feb 6, 80  
5400.12 (Encl 13)

CERTIFICATE OF COMPLIANCE WITH THE RIGHT TO FINANCIAL PRIVACY ACT OF 1978

[Official letterhead]

[Date]

TO: [Name and address of financial institution]

FROM: [Name and address of the DoD Component]

SUBJECT: Certificate of Compliance with the Right to Financial Privacy  
Act of 1978

I certify, pursuant to section 3403(b) of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., that the applicable provisions of that statute have been complied with as to the [Customer's consent, search warrant or judicial subpoena, formal written request, emergency access, as applicable] presented on [Date], for the following financial records of [Customer's name]:

(Describe the specific records]

{Signature}  
[Name and title of official]  
[DoD Component]  
[Telephone]

Pursuant to section 3417(c) of the Right to Financial Privacy Act of 1978, good faith reliance upon this certificate relieves your institution and its employees and agents of any possible liability to the customer in connection with the disclosure of these financial records.

RIGHT TO FINANCIAL PRIVACY ACT OF 1978 ANNUAL REPORT

A. Each affected DoD Component shall compile an annual report setting forth the following for the preceding calendar year:

1. The number of requests for access to financial institutions specifying the types of access and any other information deemed relevant or useful.

2. The number of customer challenges to access and whether they were successful.

3. The number of transfers to agencies outside of the Department of Defense of information obtained under this Directive.

4. The number of customer challenges to the transfer of information and whether they were successful.

5. The number of applications for delay of notice, the number granted, and the names of the officials requesting such delays.

6. The number of delay of notice extensions sought and the number granted.

7. The number of refusals by financial institutions to grant access by category of authorization, such as, customer consent or formal written request.

B. This report shall be submitted to the Defense Privacy Board, Office of the Deputy Assistant Secretary of Defense (Administration), by February 15 annually.



February 6, 1980  
NUMBER 5400.12

## Department of Defense Directive

ASD(C)

SUBJECT Obtaining Information from Financial Institutions

- References:
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  - (d) Manual for Courts Martial (1969 Revised)
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  - (f) Executive Order 12036, January 24, 1978

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This Directive implements reference (a) and prescribes the procedures for the Department of Defense to use to gain access to financial records maintained by financial institutions.

### B. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Defense Investigative Service, and the National Security Agency (hereafter referred to as the "DoD Components").

2. Its provisions apply only to financial records maintained by financial institutions as defined in section A. of enclosure 1.

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2. The provisions of 12 U.S.C. 3401 et seq. (reference (a)) and this Directive do not govern obtaining access to financial records maintained by military banking contractors located outside of the United States, the District of Columbia, Guam, American Samoa, or the Virgin Islands. The Assistant Secretary of Defense (Comptroller) is authorized to develop procedures for obtaining access to financial records maintained by military banking contractors in those areas.

E. INFORMATION REQUIREMENTS

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F. RESPONSIBILITIES

1. Heads of affected DoD Components shall:

a. Follow the procedures outlined in this Directive when seeking access to financial records.

b. Establish procedures for implementing this Directive within the Component.

c. Establish procedures to ensure that the report required by enclosure 14 is forwarded to the Defense Privacy Board, Office of the Deputy Assistant Secretary of Defense (Administration).

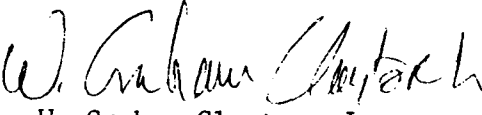
2. The Deputy Assistant Secretary of Defense (Administration), or designee, shall:

a. Prepare a consolidated DoD annual report required by 12 U.S.C. 3421(b) (reference (a)) and enclosure 14;

b. Provide policy guidance to DoD Components to implement this Directive.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.

  
W. Graham Claytor, Jr.  
Deputy Secretary of Defense

Enclosures-14

1. Definitions
2. Requesting Basic Identifying Account Information
3. Procedures for Obtaining Customer's Consent
4. Other Access Procedures
5. Requests for Financial Records in Connection with Foreign Intelligence and Foreign Counterintelligence Activities
6. Emergency Access Procedures
7. Procedures for Delay of Notice
8. Procedures for Releasing Information Obtained from Financial Institutions
9. Request for Basic Identifying Account Data Format
10. Customer Consent and Authorization for Access Format
11. Formal Written Request for Access Format
12. Customer Notice of Formal Written Request Format
13. Certificate of Compliance with the Right to Financial Privacy Act of 1978
14. Right to Financial Privacy Act of 1978 Annual Report



DEFINITIONS

- A. Financial Institution. Any office of a bank, savings bank, credit card issuer, industrial loan company, trust company, savings and loan, building and loan, homestead association (including cooperative banks), credit union, or consumer finance institution that is located in any state or territory of the United States, or in the District of Columbia, Puerto Rico, Guam, American Samoa, or the Virgin Islands.
- B. Financial Record. An original, its copy, or information known to have been extracted from the original record held by a financial institution that pertains to a customer's relationship with the financial institution.
- C. Person. An individual or a partnership of five or less individuals.
- D. Customer. Any person or authorized representative of that person who used or is using any service of a financial institution or for whom a financial institution is acting or has acted as fiduciary for an account maintained in the name of that person.
- E. Law Enforcement Office. Any element of a DoD Component authorized by the Component head to conduct law enforcement inquiries.
- F. Law Enforcement Inquiry. A lawful investigation or official proceeding that inquires into a violation of or failure to comply with a criminal or civil statute, or any rule, regulation, or order issued pursuant thereto.
- G. Personnel Security Investigation. An investigation required to determine a person's eligibility for access to classified information, assignment or retention in sensitive duties, or other designated duties requiring such investigation. Personnel security investigations include investigations of subversive affiliations, suitability information, or hostage situations conducted for the purpose of making personnel security determinations; and also include investigations of allegations that arise subsequent to adjudicative action that require resolution to determine an individual's current eligibility for access to classified information, or assignment or retention in a sensitive position.
- H. Personnel Security Element. Any element of a DoD Component authorized by the Secretary of Defense to conduct personnel security investigations.

Feb 6, 80  
5400.12 (Encl 2)

REQUESTING BASIC IDENTIFYING ACCOUNT INFORMATION

A. A DoD law enforcement office may issue a formal written request for basic identifying account information to a financial institution relevant to a legitimate law enforcement inquiry. A request may be issued to a financial institution for any or all of the following identifying data:

1. Name.
2. Address.
3. Account number.
4. Type of account of any customer or ascertainable group of customers associated with a financial transaction or class of financial transactions.

B. A request for disclosure of the above specified basic identifying information concerning a customer's account shall not require any customer notice (enclosures 4, 6, and 8), challenge (enclosure 4) or transfer (enclosure 8) procedures. However, this partial exception for basic identifying data shall not alter the mandatory access requirements set forth in enclosures 3 and 4 to obtain the actual financial record itself.

C. A format for requesting basic identifying account data is set forth in enclosure 9.

PROCEDURES FOR OBTAINING CUSTOMER'S CONSENT

- A. A DoD law enforcement office or personnel security element seeking access to a person's financial records shall, when feasible, obtain the customer's consent.
- B. Any consent obtained under section A., above, shall:
1. Be in writing, signed, and dated.
  2. Identify the particular financial records that are being disclosed.
  3. State that the customer may revoke the consent at any time before disclosure.
  4. Specify the purpose for disclosure and to which agency the records may be disclosed.
  5. Authorize the disclosure for a period not in excess of 3 months.
  6. Contain a Privacy Act advisory statement required by DoD Directive 5400.11 (reference (b)) for a personnel security investigation.
  7. Contain a "Statement of Customer Rights Under the Right to Financial Privacy Act of 1978" (reverse side of enclosure 10).
- C. Any customer's consent not containing all of the elements listed in section B., above, shall be void. A customer consent form, in a format set forth in enclosure 10, shall be used for this purpose.
- D. A copy of the customer's consent shall be made a part of the law enforcement inquiry or personnel security investigation file.
- E. A certification of compliance with 12 U.S.C. 3401 et seq. (reference (a)), in writing (enclosure 13), along with the customer's consent, shall be provided to the financial institution as a prerequisite to obtaining access to financial records.
- F. The annual reporting requirements of enclosure 14 shall apply to any request for access under section A, above.

OTHER ACCESS PROCEDURES

A. Access By Compulsory Legal Process

1. Administrative Summons or Subpoena. DoD Components are without authority to issue an administrative summons or subpoena for access to financial records.

2. Search Warrant

a. A law enforcement office may obtain financial records by using a search warrant obtained under Rule 41 of the Federal Rules of Criminal Procedure (reference (c)) in appropriate cases.

b. Unless a delay of notice has been obtained under provisions of enclosure 7, the law enforcement office shall, no later than 90 days after serving the search warrant, mail to the customer's last known address a copy of the search warrant together with the following notice:

"Records or information concerning your transactions held by the financial institution named in the attached search warrant were obtained by this [agency or department] on [date] for the following purpose: [state purpose]. You may have rights under the Right to Financial Privacy Act of 1978."

c. In any state or territory of the United States, or in the District of Columbia, Puerto Rico, Guam, American Samoa, or the Virgin Islands, search warrants signed by installation commanders or military judges shall not be used to gain access to financial records.

3. Judicial Subpoena. Judicial subpoenas are those issued in connection with a pending judicial proceeding and include subpoenas issued under paragraph 115 of the Manual for Courts Martial (reference (d)) and Article 46 of the UCMJ (reference (e)). Cognizant legal counsel shall be consulted on the availability and use of judicial subpoenas.

B. Formal Written Request

1. A law enforcement office may issue a formal written request for financial records when the records sought are relevant to a legitimate law enforcement inquiry. This request may be issued only if the customer has declined to consent, enclosure 3, to the disclosure of his or her records, or if it is determined that to seek consent from the customer would compromise or harmfully delay a legitimate law enforcement inquiry.

2. A formal written request shall be in a format set forth in enclosure 11 and shall:

- a. State that the request is issued under the Right to Financial Privacy Act of 1978 and the Component's implementation of this Directive.
- b. Describe the specific records to be examined.
- c. State that access is sought in connection with a legitimate law enforcement inquiry.
- d. Describe the nature of the inquiry.
- e. Be signed by the head of the law enforcement office or a designee.

3. When a formal written request is issued to a financial institution, a copy of the request shall, at the same time or before, be personally served upon, or mailed to the customer's last known address unless a delay of customer notice has been obtained under enclosure 7. The notice to the customer shall be in a format similar to enclosure 12 and shall be personally served at least 14 days or mailed at least 18 days prior to the date on which access is sought.

4. The official who signs the customer notice shall be designated to receive any challenge from the customer..

5. The customer shall have 14 days to challenge a notice request when personal service is made and 18 days when service is by mail.

6. Components shall establish procedures to ensure that no access to financial records is attempted before the expiration of the pertinent time period while awaiting receipt of a potential customer challenge, or prior to the adjudication, prescribed by 12 U.S.C. 3410 (reference (a)), of any challenge made.

7. When a customer fails to file a challenge to access to financial records within the pertinent above time periods, or after a challenge is adjudicated in favor of the law enforcement office, the head of the office, or a designee, shall certify in writing to the financial institution that such office has complied with the requirements of 12 U.S.C. 3401 et seq. (reference (a)). No access to any financial records shall be made before such certification is given.

#### C. Certification

Prior to obtaining the requested records under subsections A.2. and A.3., above, a certification of compliance with reference (a), enclosure 13, shall be provided to the financial institution as a prerequisite to obtaining access to financial records.

#### D. Annual Report

The annual reporting requirements of enclosure 14 shall apply to the access procedures under subsections A.2. and A.3. and section B., above.

REQUESTS FOR FINANCIAL RECORDS IN CONNECTION WITH FOREIGN  
INTELLIGENCE AND FOREIGN COUNTERINTELLIGENCE ACTIVITIES

A. Except as specified in section B., below, nothing in this Directive shall apply to requests for financial records in connection with authorized foreign intelligence and foreign counterintelligence activities as defined in E.O. 12036 (reference (f)).

B. When a request for financial records is made under section A., above, a Component official designated by the Secretary of Defense, the Secretary of a Military Department, or the Head of the DoD Component authorized to conduct foreign intelligence and foreign counterintelligence activities shall certify to the financial institution that the requesting Component has complied with the provisions of 12 U.S.C. 3401 et seq. (reference (a)). Such certification, in a format similar to enclosure 13, shall be made before obtaining any records.

C. A Component requesting financial records under section A., above, may notify the financial institution from which records are sought that section 3414(3) of 12 U.S.C. 3401 et seq. (reference (a)) prohibits disclosure to any person by the institution, its agents, or employees that financial records have been sought or obtained.

D. The annual reporting requirements of enclosure 14 shall apply to any request for access under section A., above.

EMERGENCY ACCESS PROCEDURES

A. Except as provided in sections B. and C. below, nothing in this Directive shall apply to a request for financial records from a financial institution when the law enforcement office making such request determines that a delay in obtaining access to such records would create an imminent danger of:

1. Physical injury to any person.
2. Serious property damage.
3. Flight to avoid prosecution.

B. When access is made to financial records under section A., above, a Component official designated by the Secretary of Defense or the Secretary of a Military Department shall:

1. Certify in writing, in a format set forth in enclosure 13, to the financial institution that the Component has complied with the provisions of 12 U.S.C. 3401 et seq. (reference (a)), as a prerequisite to obtaining access.

2. Submit for filing with the appropriate court a signed sworn statement setting forth the grounds for the emergency access within 5 days of obtaining access to financial records.

C. After filing of the signed sworn statement required by subsection B.2, above, the Component that has obtained access to financial records under section A., above, shall personally serve or mail to the customer a copy of the request to the financial institution and the following notice, unless a delay of notice has been obtained under enclosure 7.

"Records concerning your transactions held by the financial institution named in the attached request were obtained by [agency or department] under the Right to Financial Privacy Act of 1978 on [date] for the following purpose: [state with reasonable specificity the nature of the law enforcement inquiry]. Emergency access to such records was obtained on the grounds that [state grounds]."

Mailings under this paragraph shall be by certified or registered mail to the last known address of the customer.

D. The annual reporting requirements of enclosure 14 shall apply to any access pursuant to section A., above.

PROCEDURES FOR DELAY OF NOTICE

A. The customer notice required by subsection B.3., of enclosure 4, section C. of enclosure 6, or section C. of enclosure 8 may be delayed for successive periods of 90 days. The notice required by paragraph A.2.b. of enclosure 4 may be delayed for one period of 180 days and successive periods of 90 days. A delay of notice may only be granted by a court of competent jurisdiction and only when not serving the notice would result in:

1. Endangering the life or physical safety of any person.
2. Flight from prosecution.
3. Destruction of or tampering with evidence.
4. Intimidation of potential witnesses.
5. Otherwise seriously jeopardizing an investigation or official proceeding or unduly delaying a trial or ongoing official proceeding to the same degree as the circumstances in subsections 1 through 4 above.

B. When a delay of notice is appropriate, legal counsel shall be consulted to obtain such a delay. Application for delays of notice shall be made with reasonable specificity.

C. Upon the expiration of a delay obtained under section A., above, of a notice required by:

1. Paragraph A.2.b. of enclosure 4, the law enforcement office obtaining such records shall mail to the customer a copy of the search warrant and the following notice:

"Records or information concerning your transactions held by the financial institution named in the attached search warrant were obtained by this [agency or department] on [date]. Notification was delayed beyond the statutory 90-day delay period pursuant to a determination by the court that such notice would seriously jeopardize an investigation concerning [state with reasonable specificity]. You may have rights under the Right to Financial Privacy Act of 1978."

2. Subsection B.3. of enclosure 4, the law enforcement office obtaining such records shall serve personally or mail to the customer a copy of the process or request and the following notice:

"Records of information concerning your transactions which are held by the financial institution named in the attached process or request were supplied to or requested by the Government authority named in the process or request on



[date]. Notification was withheld pursuant to a determination by the [title of the court so ordering] under the Right to Financial Privacy Act of 1978 that such notice might [state reason]. The purpose of the investigation or official proceeding was [state purpose with reasonable specificity]."

3. Section C. of enclosure 6, the law enforcement office obtaining financial records shall serve personally or mail to the customer a copy of the request and the notice required by section C. of enclosure 6.

4. Section C. of enclosure 8, the law enforcement office or personnel security element transferring such records shall serve personally or mail to the customer the notice required by section C. of enclosure 8.

D. The annual reporting requirements of enclosure 14 shall apply to any request for access under the delay of notice.

PROCEDURES FOR RELEASING INFORMATION OBTAINED FROM FINANCIAL INSTITUTIONS

A. Financial records obtained under 12 U.S.C. 3401 et seq. (reference (a)) shall be marked: "This record was obtained pursuant to the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., and may not be transferred to another federal agency or department without prior compliance with the transferring requirements of 12 U.S.C. 3412."

B. Financial records obtained under the provisions of 12 U.S.C. 3401 et seq. (reference (a)) shall not be transferred to another agency or department outside the Department of Defense unless the head of the transferring law enforcement office, personnel security element, or delegate certifies in writing that there is reason to believe that the records are relevant to a legitimate law enforcement inquiry within the jurisdiction of the receiving agency or department. Such certificates shall be maintained with the DoD Component copy of the released records.

C. Unless a delay of customer notice has been obtained under enclosure 7, when financial information is transferred under section B., above, the law enforcement office or personnel security element shall within 14 days, personally serve or mail to the customer, at his or her last known address, a copy of the certificate required by section B., above, and the following notice:

"Copies of or information contained in your financial records lawfully in possession of [name of agency] have been furnished to [name of agency] pursuant to the Right to Financial Privacy Act of 1978 for the following purposes: [state reason]. If you believe that this transfer has not been made to further a legitimate law enforcement inquiry, you may have legal rights under the Financial Privacy Act of 1978 or the Privacy Act of 1974."

D. If a request for release of information is from a federal agency authorized to conduct foreign intelligence or foreign counterintelligence activities, as defined in E.O. 12036 (reference (f)), for purposes of conducting its protective functions, the transferring DoD Component may release the information without notifying the customer.

Feb 6, 80  
5400.12 (Encl 9)

REQUEST FOR BASIC IDENTIFYING ACCOUNT DATA FORMAT

[Official Letterhead]

[Date]

TO: [Name and address of financial institution]

FROM: [Name and address of the DoD Component]

SUBJECT: Request for Basic Identifying Account Data concerning  
[Customer's name or any other appropriate identification]

In connection with a legitimate law enforcement inquiry and pursuant to section 3413(g) of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., you are requested to provide the following account information: [Name, address, account number, and type of account of any customer or ascertainable group of customers associated with a certain class of financial transactions as set forth in enclosure 2].

I hereby certify, pursuant to section 3403(b) of the Right of Financial Privacy Act of 1978, that the provisions of the Act have been complied with as to this request for account information.

[Signature]  
[Name and title of official]  
[DoD Component]  
[Telephone]

Under section 3417(c) of the Act, good faith reliance upon this certification relieves your institution and its employees and agents of any possible liability to the subject in connection with the disclosure of the requested financial records.

Feb 6, 80  
5400.12 (Encl 10)

CUSTOMER CONSENT AND AUTHORIZATION FOR ACCESS FORMAT

Pursuant to section 3404(a) of the Right to Financial Privacy Act of 1978, I, [Name of customer], having read the explanation of my rights on the reverse side, hereby authorize the [Name and address of financial institution] to disclose these financial records: [List the particular financial records] to [DoD Component] for the following purpose(s): [Specify the purpose(s)].

I understand that this authorization may be revoked by me in writing at any time before my records, as described above, are disclosed, and that this authorization is valid for no more than three months from the date of my signature.

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

Signature: \_\_\_\_\_  
[Typed name]  
[Address of customer]

## STATEMENT OF CUSTOMER RIGHTS UNDER THE RIGHT TO FINANCIAL PRIVACY ACT OF 1978

Federal law protects the privacy of your financial records. Before banks, savings and loan associations, credit unions, credit card issuers, or other financial institutions may give financial information about you to a federal agency, certain procedures must be followed.

### CONSENT TO FINANCIAL RECORDS

You may be asked to consent to the financial institution making your financial records available to the Government. You may withhold your consent, and your consent is not required as a condition of doing business with any financial institution. If you give your consent, it can be revoked in writing at any time before your records are disclosed.

Furthermore, any consent you give is effective for only three months, and your financial institution must keep a record of the instances in which it discloses your financial information.

### WITHOUT YOUR CONSENT

Without your consent, a federal agency that wants to see your financial records may do so ordinarily only by means of a lawful subpoena, summons, formal written request, or search warrant for that purpose. Generally, the federal agency must give you advance notice of its request for your records explaining why the information is being sought and telling you how to object in court. The federal agency must also send you copies of court documents to be prepared by you with instructions for filling them out. While these procedures will be kept as simple as possible, you may want to consult an attorney before making a challenge to a federal agency's request.

### EXCEPTIONS

In some circumstances, a federal agency may obtain financial information about you without advance notice or your consent. In most of these cases, the federal agency will be required to go to court for permission to obtain your records without giving you notice beforehand. In these instances, the court will make the Government show that its investigation and request for your records are proper.

When the reason for the delay of notice no longer exists, you will usually be notified that your records were obtained.

### TRANSFER OF INFORMATION

Generally, a federal agency that obtains your financial records is prohibited from transferring them to another federal agency unless it certifies in writing that the transfer is proper and sends a notice to you that your records have been sent to another agency.

### PENALTIES

If the federal agency or financial institution violates the Right to Financial Privacy Act, you may sue for damages or seek compliance with the law. If you win, you may be repaid your attorney's fee and costs.

### ADDITIONAL INFORMATION

If you have any questions about your rights under this law, or about how to consent to release your financial records, please call the official whose name and telephone number appears below:

---

(Name, title, telephone number)

---

(Component activity, address)

Feb 6, 80  
5400.12 (Encl 11)

FORMAL WRITTEN REQUEST FOR ACCESS FORMAT

[Official letterhead]

[Date]

TO: [Name and address of financial institution]

FROM: [Name and address of the DoD Component]

SUBJECT: Formal Written Request for Financial Records of [Customer's name or any other appropriate identification]

In connection with a legitimate law enforcement inquiry and pursuant to section 3402(5) and section 3408 of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., and [cite Component's implementation of this Directive], you are requested to provide the following account information pertaining to the subject:

[Describe the specific records to be examined]

The [DoD Component] is without authority to issue an administrative summons or subpoena for access to these financial records which are required for [Describe the nature or purpose of the inquiry].

A copy of this request was [personally served upon or mailed] to the subject on [Date] who has [10 or 14] days in which to challenge this request by filing an application in an appropriate United States district court if the subject desires to do so.

Upon the expiration of the above mentioned time period and absent any filing or challenge by the subject, you will be furnished a certification certifying in writing that the applicable provisions of the Act have been complied with prior to obtaining the requested records. Upon your receipt of a Certificate of Compliance with the Right to Financial Privacy Act of 1978, you will be relieved of any possible liability to the subject in connection with the disclosure of the requested financial records.

[Signature]  
[Name and title of official]  
[DoD Component]  
[Telephone]

CUSTOMER NOTICE OF FORMAL WRITTEN REQUEST FORMAT

[Official letterhead]

[Date]

Mr./Ms. XXXXX X. XXXX  
1500 N. Main Street  
Washington, DC 20314

Dear Mr./Ms. XXXX:

Information or records concerning your transactions held by the financial institution named in the attached request are being sought by the [agency/ department] in accordance with the Right to Financial Privacy Act, of 1978, Title 12, United States Code, Section 3401 et seq., and [Component's implementing document], for the following purpose(s):

[List the purpose(s)]

If you desire that such records or information not be made available, you must:

1. Fill out the accompanying motion paper and sworn statement or write one of your own, stating that you are the customer whose records are being requested by the Government and either giving the reasons you believe that the records are not relevant to the legitimate law enforcement inquiry stated in this notice or any other legal basis for objecting to the release of the records.

2. File the motion and statement by mailing or delivering them to the clerk of any one of the following United States District Courts:

[List applicable courts]

3. Serve the Government authority requesting the records by mailing or delivering a copy of your motion and statement to: [Give title and address].

4. Be prepared to come to court and present your position in further detail.

5. You do not need to have a lawyer, although you may wish to employ one to represent you and protect your rights.

If you do not follow the above procedures, upon the expiration of 10 days from the date of personal service or 14 days from the date of mailing of this notice, the records or information requested therein may be made available. These records may be transferred to other Government authorities for legitimate law enforcement inquiries, in which event you will be notified after the transfer.

[Signature]  
[Name and title of official]  
[DoD Component]  
[Telephone]

Attachments-3

1. Copy of request
2. Motion papers
3. Sworn statement



Feb 6, 80  
5400.12 (Encl 13)

CERTIFICATE OF COMPLIANCE WITH THE RIGHT TO FINANCIAL PRIVACY ACT OF 1978

[Official letterhead]

[Date]

TO: [Name and address of financial institution]

FROM: [Name and address of the DoD Component]

SUBJECT: Certificate of Compliance with the Right to Financial Privacy  
Act of 1978

I certify, pursuant to section 3403(b) of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., that the applicable provisions of that statute have been complied with as to the [Customer's consent, search warrant or judicial subpoena, formal written request, emergency access, as applicable] presented on [Date], for the following financial records of [Customer's name]:

(Describe the specific records]

[Signature]  
[Name and title of official]  
[DoD Component]  
[Telephone]

Pursuant to section 3417(c) of the Right to Financial Privacy Act of 1978, good faith reliance upon this certificate relieves your institution and its employees and agents of any possible liability to the customer in connection with the disclosure of these financial records.

RIGHT TO FINANCIAL PRIVACY ACT OF 1978 ANNUAL REPORT

A. Each affected DoD Component shall compile an annual report setting forth the following for the preceding calendar year:

1. The number of requests for access to financial institutions specifying the types of access and any other information deemed relevant or useful.

2. The number of customer challenges to access and whether they were successful.

3. The number of transfers to agencies outside of the Department of Defense of information obtained under this Directive.

4. The number of customer challenges to the transfer of information and whether they were successful.

5. The number of applications for delay of notice, the number granted, and the names of the officials requesting such delays.

6. The number of delay of notice extensions sought and the number granted.

7. The number of refusals by financial institutions to grant access by category of authorization, such as, customer consent or formal written request.

B. This report shall be submitted to the Defense Privacy Board, Office of the Deputy Assistant Secretary of Defense (Administration), by February 15 annually.

DHJM  
614-3627

# DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER Ch 1, 5400.12	DATE April 23, 1981	DISTRIBUTION 5000 series
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ATTACHMENTS:  
 Pages 1&2, 3, basic Directive  
 Enclosures 8,9,10,11,13, and new enclosure 15

### INSTRUCTIONS FOR RECIPIENTS

The following page changes to DoD Directive 5400.12, "Obtaining Information from Financial Institutions," February 6, 1980, have been authorized:

#### PAGE CHANGES

Remove: Pages 1&2, and 3, basic Directive  
 Insert: Attached replacement pages

Remove: Enclosures 8, 9, 10, 11, and 13  
 Insert: Attached replacement enclosures and new enclosure 15

Changed material is indicated by marginal asterisks.

#### EFFECTIVE DATE AND IMPLEMENTATION

The above changes are effective immediately. Forward one copy of the revised implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.

*O.J. Williford*  
 O.J. WILLIFORD, Director  
 Correspondence and Directives  
 Washington Headquarters Services  
 Department of Defense

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT



February 6, 1980  
NUMBER 5400.12

## Department of Defense Directive

ASD(C)

**SUBJECT** Obtaining Information from Financial Institutions

- References:**
- (a) Title 12, United States Code, Section 3401 et seq., Public Law 95-630, "Right to Financial Privacy Act of 1978"
  - (b) DoD Directive 5400.11, "Personal Privacy and Rights of Individuals Regarding Their Personal Records," August 4, 1975
  - (c) Rule 41 of the Federal Rules of Criminal Procedure
  - (d) Manual for Courts Martial (1969 Revised)
  - (e) Uniform Code of Military Justice (UCMJ)
  - (f) Executive Order 12036, January 24, 1978

### A. PURPOSE

This Directive implements reference (a) and prescribes the procedures for the Department of Defense to use to gain access to financial records maintained by financial institutions.

### B. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Defense Investigative Service, and the National Security Agency (hereafter referred to as the "DoD Components").

2. Its provisions apply only to financial records maintained by financial institutions as defined in section A. of enclosure 1.

### C. DEFINITIONS

The terms used in this Directive are defined in enclosure 1.

### D. POLICY

1. It is the policy of the Department of Defense when obtaining financial records from a financial institution to seek the consent of the customer to whom the record pertains, unless doing so compro-

mises or harmfully delays a legitimate law enforcement inquiry. If the person declines to consent to disclosure, the alternative means of obtaining the records authorized by this Directive shall be utilized.

- \* 2. The provisions of 12 U.S.C. 3401 et seq. (reference (a)) do not govern \*  
obtaining access to financial records maintained by military banking con- \*  
tractors located outside of the United States, the District of Columbia, Guam, \*  
\* American Samoa, or the Virgin Islands. The procedures outlined in enclosure \*  
\* 15 may be followed in obtaining financial information from these facilities. \*

E. INFORMATION REQUIREMENTS

The report required by enclosure 14 of this Directive is assigned Report Control Symbol DD-COMP(A)1538.

F. RESPONSIBILITIES

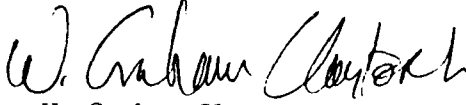
1. Heads of affected DoD Components shall:
  - a. Follow the procedures outlined in this Directive when seeking access to financial records.
  - b. Establish procedures for implementing this Directive within the Component.
  - c. Establish procedures to ensure that the report required by enclosure 14 is forwarded to the Defense Privacy Board, Office of the Deputy Assistant Secretary of Defense (Administration).
2. The Deputy Assistant Secretary of Defense (Administration), or designee, shall:
  - a. Prepare a consolidated DoD annual report required by 12 U.S.C. 3421(b) (reference (a)) and enclosure 14;
  - b. Provide policy guidance to DoD Components to implement this Directive.

#First amendment (Ch 1, 4/23/81)

Feb 6, 80 #  
5400.12

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward one copy of implementing documents to the Assistant Secretary of Defense (Comptroller) within 120 days.

  
W. Graham Claytor, Jr.  
Deputy Secretary of Defense

- \* Enclosures-15 \*
1. Definitions
  2. Requesting Basic Identifying Account Information
  3. Procedures for Obtaining Customer's Consent
  4. Other Access Procedures
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  13. Certificate of Compliance with the Right to Financial Privacy Act of 1978
  14. Right to Financial Privacy Act of 1978 Annual Report
  - \* 15. Obtaining Access to Financial Records Overseas \*

PROCEDURES FOR RELEASING INFORMATION OBTAINED FROM FINANCIAL INSTITUTIONS

A. Financial records obtained under 12 U.S.C. 3401 et seq. (reference (a)) shall be marked: "This record was obtained pursuant to the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., and may not be transferred to another federal agency or department without prior compliance with the transferring requirements of 12 U.S.C. 3412."

B. Financial records obtained under the provisions of 12 U.S.C. 3401 et seq. (reference (a)) shall not be transferred to another agency or department outside the Department of Defense unless the head of the transferring law enforcement office, personnel security element, or delegate certifies in writing that there is reason to believe that the records are relevant to a legitimate law enforcement inquiry within the jurisdiction of the receiving agency or department. Such certificates shall be maintained with the DoD Component copy of the released records.

C. Unless a delay of customer notice has been obtained under enclosure 7, when financial information is transferred under section B., above, the law enforcement office or personnel security element shall within 14 days, personally serve or mail to the customer, at his or her last known address, a copy of the certificate required by section B., above, and the following notice:

\* "Copies of or information contained in your financial records  
\* lawfully in possession of [name of Component] have been furnished \*  
\* to [name of agency] pursuant to the Right to Financial Privacy \*  
\* Act of 1978 for the following purposes: [state the nature of \*  
\* the law enforcement inquiry with reasonable specificity]. If \*  
\* you believe that this transfer has not been made to further \*  
\* a legitimate law enforcement inquiry, you may have legal rights \*  
\* under the Financial Privacy Act of 1978 or the Privacy Act of \*  
\* 1974."

D. If a request for release of information is from a federal agency authorized to conduct foreign intelligence or foreign counterintelligence activities, as defined in E.O. 12036 (reference (f)), for purposes of conducting such activities, the transferring DoD Component shall release the information without notifying the customer, unless permission to provide notification is given in writing by the requesting agency.

E. Whenever financial data obtained under this Directive is incorporated into a report of investigation or other correspondence, precautions must be taken to ensure that:

\* 1. The reports or correspondence are not distributed outside the \*  
\* Department of Defense except in compliance with sections B. and C., above; \*  
\* and \*

\* 2. The report or other correspondence contains an appropriate warning \*  
\* restriction on the first page or cover. \*

\* F. A suggested restrictive legend for use on the first page or cover sheet \*  
\* of reports or other correspondence follows: \*

\* "Some of the information contained herein (cite specific paragraph)  
\* is financial record information which was obtained pursuant to the  
\* Right to Privacy Act of 1978, 12 U.S.C. 3401 et seq. This infor-  
\* mation may not be released to another federal agency or department  
\* outside the Department of Defense without compliance with the  
\* specific requirements of 12 U.S.C. 3412."  
\*

\*  
\*  
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\*  
\*



REQUEST FOR BASIC IDENTIFYING ACCOUNT DATA FORMAT

[Official Letterhead]

[Date]

\* Mr./Mrs. XXXXXXXXXXXX  
\* Chief Teller (as appropriate)  
\* First National Bank  
\* Little Rock, AR 72203

\*  
\*  
\*  
\*

\* Dear Mr./Mrs. XXXXXXXXXXXXXXXXX

\*

In connection with a legitimate law enforcement inquiry and pursuant to section 3413(g) of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., you are requested to provide the following account information: [Name, address, account number, and type of account of any customer or ascertainable group of customers associated with a certain class of financial transactions as set forth in enclosure 2].

I hereby certify, pursuant to section 3403(b) of the Right of Financial Privacy Act of 1978, that the provisions of the Act have been complied with as to this request for account information.

\*

[Official Signature Block]

\*

Under section 3417(c) of the Act, good faith reliance upon this certification relieves your institution and its employees and agents of any possible liability to the subject in connection with the disclosure of the requested financial records.

CUSTOMER CONSENT AND AUTHORIZATION FOR ACCESS FORMAT

Pursuant to section 3404(a) of the Right to Financial Privacy Act of 1978, I, [Name of customer], having read the explanation of my rights on the reverse side, hereby authorize the [Name and address of financial institution] to disclose these financial records: [List the particular financial records] to [DoD Component] for the following purpose(s): [Specify the purpose(s)].

I understand that this authorization may be revoked by me in writing at any time before my records, as described above, are disclosed, and that this authorization is valid for no more than three months from the date of my signature.

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

Signature: \_\_\_\_\_  
                  [Typed name]  
                  [Mailing address of customer]

\*

\*

STATEMENT OF CUSTOMER RIGHTS UNDER THE RIGHT TO FINANCIAL PRIVACY ACT OF 1978

Federal law protects the privacy of your financial records. Before banks, savings and loan associations, credit unions, credit card issuers, or other financial institutions may give financial information about you to a federal agency, certain procedures must be followed.

CONSENT TO FINANCIAL RECORDS

You may be asked to consent to the financial institution making your financial records available to the Government. You may withhold your consent, and your consent is not required as a condition of doing business with any financial institution. If you give your consent, it can be revoked in writing at any time before your records are disclosed. Furthermore, any consent you give is effective for only three months, and your financial institution must keep a record of the instances in which it discloses your financial information.

WITHOUT YOUR CONSENT

Without your consent, a federal agency that wants to see your financial records may do so ordinarily only by means of a lawful subpoena, summons, formal written request, or search warrant for that purpose. Generally, the federal agency must give you advance notice of its request for your records explaining why the information is being sought and telling you how to object in court. The federal agency must also send you copies of court documents to be prepared by you with instructions for filling them out. While these procedures will be kept as simple as possible, you may want to consult an attorney before making a challenge to a federal agency's request.

EXCEPTIONS

In some circumstances, a federal agency may obtain financial information about you without advance notice or your consent. In most of these cases, the federal agency will be required to go to court for permission to obtain your records without giving you notice beforehand. In these instances, the court will make the Government show that its investigation and request for your records are proper.

When the reason for the delay of notice no longer exists, you will usually be notified that your records were obtained.

TRANSFER OF INFORMATION

Generally, a federal agency that obtains your financial records is prohibited from transferring them to another federal agency unless it certifies in writing that the transfer is proper and sends a notice to you that your records have been sent to another agency.

PENALTIES

If the federal agency or financial institution violates the Right to Financial Privacy Act, you may sue for damages or seek compliance with the law. If you win, you may be repaid your attorney's fee and costs.

ADDITIONAL INFORMATION

If you have any questions about your rights under this law, or about how to consent to release your financial records, please call the official whose name and telephone number appears below:

\* \_\_\_\_\_ \*

(Last Name, First Name, Middle Initial) Title (Area Code) (Telephone number)

\* \_\_\_\_\_ \*

(Component activity, Local Mailing Address)

FORMAL WRITTEN REQUEST FOR ACCESS FORMAT

[Official letterhead]

[Date]

\* Mr./Mrs. XXXXXXXXXXXX  
\* President (as appropriate)  
\* City National Bank and Trust Company  
\* Altoona, PA 16602

\*  
\*  
\*  
\*

\* Dear Mr./Mrs. XXXXXXXXXXXXXXXX

\*

In connection with a legitimate law enforcement inquiry and pursuant to section 3402(5) and section 3408 of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., and [cite Component's implementation of this Directive], you are requested to provide the following account information pertaining to the subject:

[Describe the specific records to be examined]

The [DoD Component] is without authority to issue an administrative summons or subpoena for access to these financial records which are required for [Describe the nature or purpose of the inquiry].

A copy of this request was [personally served upon or mailed] to the subject on [Date] who has [10 or 14] days in which to challenge this request by filing an application in an appropriate United States district court if the subject desires to do so.

Upon the expiration of the above mentioned time period and absent any filing or challenge by the subject, you will be furnished a certification certifying in writing that the applicable provisions of the Act have been complied with prior to obtaining the requested records. Upon your receipt of a Certificate of Compliance with the Right to Financial Privacy Act of 1978, you will be relieved of any possible liability to the subject in connection with the disclosure of the requested financial records.

\*

[Official Signature Block]

\*

CERTIFICATE OF COMPLIANCE WITH THE RIGHT TO FINANCIAL PRIVACY ACT OF 1978

[Official letterhead]

[Date]

\* Mr./Mrs. XXXXXXXXXXXX  
\* Manager  
\* Army Federal Credit Union  
\* Fort Ord. CA 93941

\*  
\*  
\*  
\*

\* Dear Mr./Mrs. XXXXXXXXXXXX

\*

I certify, pursuant to section 3403(b) of the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401 et seq., that the applicable provisions of that statute have been complied with as to the [Customer's consent, search warrant or judicial subpoena, formal written request, emergency access, as applicable] presented on [Date], for the following financial records of [Customer's name]:

(Describe the specific records)

[Official Signature Block]

\*

\*

Pursuant to section 3417(c) of the Right to Financial Privacy Act of 1978, good faith reliance upon this certificate relieves your institution and its employees and agents of any possible liability to the customer in connection with the disclosure of these financial records.

OBTAINING ACCESS TO FINANCIAL RECORDS OVERSEAS

A. The provisions of 12 U.S.C. 3401 et seq. (reference (a)) do not govern obtaining access to financial records maintained by military banking contractors in overseas or other financial institutions in offices located on DoD installations outside the United States, the District of Columbia, Guam, American Samoa, or the Virgin Islands. The purpose of this enclosure is to describe a uniform procedure for access to the financial records of these institutions.

B. Access to financial records maintained by military banking contractors in overseas areas or other financial institutions located on DoD installations outside the United States, the District of Columbia, Guam, American Samoa or the Virgin Islands is preferably obtained by customer consent. However, in those cases where it would not be appropriate to obtain this consent or where such consent is refused and the financial institution is not otherwise willing to provide access to its records the law enforcement activity may seek access by the use of a search authorization issued by the appropriate military official. This search authorization shall be issued in accordance with established Component procedures and the Military Rules of Evidence.

C. Information obtained under this enclosure shall be properly identified as financial information and transferred only where an official need-to-know exists. Failure to identify or limit access in accordance with this paragraph does not render the information inadmissible in courts-martial or other proceedings.

D. Access to financial records maintained by all other financial institutions overseas by law enforcement activities shall be in accordance with the local foreign statutes or procedures governing such access.

DA FM  
614-3027

# DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
5400.12, Ch 2	April 15, 1983	5000 series

**ATTACHMENTS**

Pages 1&2 and 4-1&4-2 (enclosure 4)

### INSTRUCTIONS FOR RECIPIENTS

The following changes to DoD Directive 5400.12, "Obtaining Information from Financial Institutions," February 6, 1980, have been authorized:

#### PAGE CHANGES


Remove: Pages 1&2 and enclosure 4

Insert: Attached replacement pages

Changes appear on pages 1, 4-1, and 4-2 and are indicated by marginal asterisks.

#### EFFECTIVE DATE

The above changes are effective immediately.

  
O. J. WILLIFORD, Director  
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106-1  
1 MAR 62

PREVIOUS EDITIONS ARE OBSOLETE



February 6, 1980#  
NUMBER 5400.12

ASD(C)

## Department of Defense Directive

SUBJECT Obtaining Information from Financial Institutions

- References:
- (a) Title 12, United States Code, Section 3401 et seq., Public Law 95-630, "Right to Financial Privacy Act of 1978"
  - (b) DoD Directive 5400.11, "Department of Defense Privacy Program," June 9, 1982
  - (c) Rule 41 of the Federal Rules of Criminal Procedure
  - (d) Manual for Courts Martial (1969 Revised)
  - (e) Uniform Code of Military Justice (UCMJ)
  - (f) Executive Order 12036, January 24, 1978
  - (g) Public Law 95-452, "Inspector Generals Act of 1978," as amended by Public Law 97-252

\*  
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\*

### A. PURPOSE

This Directive implements reference (a) and prescribes the procedures for the Department of Defense to use to gain access to financial records maintained by financial institutions.

### B. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Defense Investigative Service, and the National Security Agency (hereafter referred to as the "DoD Components").

2. Its provisions apply only to financial records maintained by financial institutions as defined in section A. of enclosure 1.

### C. DEFINITIONS

The terms used in this Directive are defined in enclosure 1.

### D. POLICY

1. It is the policy of the Department of Defense when obtaining financial records from a financial institution to seek the consent of the customer to whom the record pertains, unless doing so compro-

#First Amendment (Ch 2, 4/15/83)



mises or harmfully delays a legitimate law enforcement inquiry. If the person declines to consent to disclosure, the alternative means of obtaining the records authorized by this Directive shall be utilized.

- \* 2. The provisions of 12 U.S.C. 3401 et seq. (reference (a)) do not govern \*  
obtaining access to financial records maintained by military banking con- \*  
tractors located outside of the United States, the District of Columbia, Guam, \*  
American Samoa, or the Virgin Islands. The procedures outlined in enclosure \*  
15 may be followed in obtaining financial information from these facilities. \*

E. INFORMATION REQUIREMENTS

The report required by enclosure 14 of this Directive is assigned Report Control Symbol DD-COMP(A)1538.

F. RESPONSIBILITIES

1. Heads of affected DoD Components shall:

- a. Follow the procedures outlined in this Directive when seeking access to financial records.
- b. Establish procedures for implementing this Directive within the Component.
- c. Establish procedures to ensure that the report required by enclosure 14 is forwarded to the Defense Privacy Board, Office of the Deputy Assistant Secretary of Defense (Administration).

2. The Deputy Assistant Secretary of Defense (Administration), or designee, shall:

- a. Prepare a consolidated DoD annual report required by 12 U.S.C. 3421(b) (reference (a)) and enclosure 14;
- b. Provide policy guidance to DoD Components to implement this Directive.

OTHER ACCESS PROCEDURES

A. Access By Compulsory Legal Process

1. Administrative Summons or Subpoena

\* a. Within the Department of Defense, the Inspector General, DoD, has \*  
\* the authority under Public Law 97-252 (reference (g)), to issue administrative \*  
\* subpoenas for access to financial records. No other DoD Component official may \*  
\* issue summons or subpoenas for access to these records. \*

\* b. The Inspector General, DoD, shall issue administrative subpoenas \*  
\* for access to financial records in accordance with established procedures. \*

2. Search Warrant

a. A law enforcement office may obtain financial records by using a search warrant obtained under Rule 41 of the Federal Rules of Criminal Procedure (reference (c)) in appropriate cases.

b. Unless a delay of notice has been obtained under provisions of enclosure 7, the law enforcement office shall, no later than 90 days after serving the search warrant, mail to the customer's last known address a copy of the search warrant together with the following notice:

"Records or information concerning your transactions held by the financial institution named in the attached search warrant were obtained by this [agency or department] on [date] for the following purpose: [state purpose]. You may have rights under the Right to Financial Privacy Act of 1978."

c. In any state or territory of the United States, or in the District of Columbia, Puerto Rico, Guam, American Samoa, or the Virgin Islands, search warrants signed by installation commanders or military judges shall not be used to gain access to financial records.

3. Judicial Subpoena. Judicial subpoenas are those issued in connection with a pending judicial proceeding and include subpoenas issued under paragraph 115 of the Manual for Courts Martial (reference (d)) and Article 46 of the UCMJ (reference (e)). Cognizant legal counsel shall be consulted on the availability and use of judicial subpoenas.

B. Formal Written Request

1. A law enforcement office may issue a formal written request for financial records when the records sought are relevant to a legitimate law enforcement inquiry. This request may be issued only if the customer has declined to consent (enclosure 3) to the disclosure of his or her records, or if it is determined that to seek consent from the customer would compromise or harmfully delay a legitimate law enforcement inquiry.

2. A formal written request shall be in a format set forth in enclosure 11 and shall:

- a. State that the request is issued under the Right to Financial Privacy Act of 1978 and the Component's implementation of this Directive.
  - b. Describe the specific records to be examined.
  - c. State that access is sought in connection with a legitimate law enforcement inquiry.
  - d. Describe the nature of the inquiry.
  - e. Be signed by the head of the law enforcement office or a designee.
3. When a formal written request is issued to a financial institution, a copy of the request shall, at the same time or before, be personally served upon, or mailed to the customer's last known address unless a delay of customer notice has been obtained under enclosure 7. The notice to the customer shall be in a format similar to enclosure 12 and shall be personally served at least 14 days or mailed at least 18 days prior to the date on which access is sought.
4. The official who signs the customer notice shall be designated to receive any challenge from the customer.
5. The customer shall have 14 days to challenge a notice request when personal service is made and 18 days when service is by mail.
6. Components shall establish procedures to ensure that no access to financial records is attempted before the expiration of the pertinent time period while awaiting receipt of a potential customer challenge, or prior to the adjudication, prescribed by 12 U.S.C. 3410 (reference (a)), of any challenge made.
7. When a customer fails to file a challenge to access to financial records within the above pertinent time periods, or after a challenge is adjudicated in favor of the law enforcement office, the head of the office, or a designee, shall certify in writing to the financial institution that such office has complied with the requirements of 12 U.S.C. 3401 et seq. (reference (a)). No access to any financial records shall be made before such certification is given.

C. Certification

Prior to obtaining the requested records under subsections A.2. and A.3., above, a certification of compliance with reference (a), enclosure 13, shall be provided to the financial institution as a prerequisite to obtaining access to financial records.

D. Annual Report

\* The annual reporting requirements of enclosure 14 shall apply to the access procedures under subsections A.1., 2., and 3. and paragraph A.1.b., above. \*