



## **Individual Request Form**

To submit a Request to Know or Request to Delete you must print, complete, and return this form.

**Failure to complete and return this form will result in your request being denied.**

### **Instructions for Completing this Form**

We use this form to begin processing your request. At a later date, you will be asked to provide additional information to verify your identity.

**So that we can process your request in accordance with applicable deadlines, you must complete and return this form to us within seven calendar days of your receipt.**

By filling out and submitting this form, you declare, **under penalty of perjury**, that the information provided is true and correct as we will use this information as part of our verification process.

If you are under the age of 13, you must have a parent or guardian submit the request using the Parental Request Form.

#### **We may reject your form if:**

1. The handwriting is not reasonably legible
2. You fail to follow our instructions
3. Any of the information provided is false and/or does not match our records
4. You are not a California Resident

If we reject your form, we will notify you via email and you can, if you choose, submit a new request.

Once the form has been completed, please email a photo scanned version of the full form to [privacy@timbuk2.com](mailto:privacy@timbuk2.com). Photos of this document will not suffice as a proper request.

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**1. What is your full name:**

(First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last) \_\_\_\_\_

**2. What is your mailing address (home address):**

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

**3. What is your email:**

\_\_\_\_\_

**4. What is your phone number:**

\_\_\_\_\_

**5. Are you a California Resident (please circle one)?:**

- YES
- NO

**6. Please circle one of the following:**

- I am 13 years of age or older
- I am under 13 years of age

**7. If submitting a request to know, select your preferred method of delivery (please circle one):**

- Online
- Mail

**By signing the following line, I confirm, under penalty of perjury, that the above information is true and correct.**

Signature: \_\_\_\_\_

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