

How to Request a Release of Names and Addresses (RONA) from the Department of Veterans Affairs

You will need to collect all the zip codes that are in your congressional district and send it along with your written request to the VA office. The request must be on the member's office stationary. The steps are outlined below along with sample language.

Locating the Zip Codes on HouseNet

1. Go to <https://ziplook.house.gov/zip/ziplook.html>. Scroll to the bottom of your screen and select Search by District, enter the state abbreviation and district number and select Search.

ZIP to Representative Lookup

This Search can be used to find congressional district information about a specific five- or nine-digit ZIP code. If you know the address but not the ZIP code, go to the U.S. Postal Service to find the ZIP code and return to this page to process your Search.

Contact Web Assistance with questions about this service or to report ZIP code problems.
Return to HouseNet

Search by ZIP Code

Enter your ZIP information in the field(s) below and click Search.

Enter ZIP code (or range): ZIP +4 Thru +4 Include +4 in display

Search by District

This Search can be used to find all the ZIP codes in a single congressional district. Please enter the State and District (for example, va08, ca52, mp00, etc...).

Enter a State and Congressional District

DC00
(e.g., va06)

2. Select Download TXT File.

HOUSENET

ZIP Lookup Results

ZIP Codes for MD02 - [C. A. Dutch Ruppersberger](#)

Return to ZIP to Representatives Search Form and perform a new search.

20701	20723 Split: MD02 MD03	20724 Split: MD02 MD03 MD04	20755 Split: MD02 MD03	20763
20794	21001 Split: MD01 MD02	21005	21009 Split: MD01 MD02	21010
21015	21017	21022	21027	21030

3. Select all desired Zip Codes. Copy and paste the selected Zip Codes to Microsoft Excel, and save the file.

Zips+4 Report - MD02 C. A. Dutch Ruppertsberger

(Use ctrl-a to Select All; Use ctrl-c to Copy the selected text to clipboard; then, use ctrl-v to Paste to a local file and Save)

20701 0001-9999
20723 1205-1205
20723 1207-1207
20723 1242-1242
20723 1300-1302
20723 1305-1306
20723 1312-1319
20723 1321-1324
20723 1326-1326
20723 1328-1328
20723 1330-1331
20723 1334-1352
20723 1357-1360
20723 1362-1375
20723 1378-1393
20723 1396-1396
20723 1400-1497
20723 1600-1601
20723 1604-1604
20723 1659-1659
20723 1673-1673
20723 1677-1689
20723 1693-1698

Requesting a RONA from a House Liaison Representative

1. **Construct** your written request.

Note that any RONA requests must contain a) the **veteran category** (specifying the months and years for names and addresses of any recently discharged, if possible), b) **proof** of being a governmental body, c) a statement **acknowledging penalties** for unauthorized access to or usage of the data, d) a statement of the **purpose** of the RONA and the resources the organization proposes to devote to the purpose, and e) the **contact information** for someone in the office in case technical questions arise.

**An example of a RONA request is located on the next page.*

1. Address your request to one of the following **liaisons**:

Gloria Galloway	Gloria.Galloway@va.gov
Tasha Adams	Tasha.Adams@va.gov
Rick Armstrong	Richard.Armstrong@va.gov

2. To send your RONA request via **US Mail, E-Mail, or Fax**:

Any requests sent via US Mail must be sent to:	VA Congressional Liaison Service Room B328 Rayburn House Office Building Washington, DC 20515
Any requests sent via e-mail or fax must be sent to:	E-mail: OCLA-CLS@va.gov Fax: (202) 453-5225
To call the Congressional Liaison Service Office for more information:	Phone: (202) 225-2280 Hours of Operation: M-F, 8 a.m. - 5 p.m.

3. **Print** or **Attach** the saved Excel file of desired zip codes to your RONA request and send.

MEMBER NAME

XX DISTRICT, STATE

COMMITTEE



WASHINGTON OFFICE
CANNON HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-XXXX

Congress of the United States
House of Representatives
Washington, DC 20515

Mr. Rick Armstrong
Congressional Liaison Representative
Office of Congressional and Legislative
Affairs' Liaison Service
Department of Veterans Affairs
B328 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Armstrong:

I am informed that the Department of Veterans Affairs has the capacity to provide the names and addresses of Veterans' in its discharge system, compensation, and pension files and education files in my congressional district. I would like to keep the Veterans in my district informed about legislation and benefits that directly affect them. I would greatly appreciate it if you would provide me with these names and addresses.

I am making this request in my official capacity as a Member of the United States House of Representatives, and I am aware that the confidentiality of these Veterans names and addresses is protected by Title 38, United States Code and the Privacy Act. Accordingly, I will maintain this confidentiality, and confine my communications to areas of legislation and benefit changes that affect Veterans. Please be assured that my staff and I are aware that our use of Veterans names and addresses must remain limited to the reporting on legislation and changes in benefits and/or entitlement programs. We also understand that a willful use of the names and addresses for purposes other than those specified shall be construed as a misdemeanor and render my staff and me subject the penalties noted in Section 5701(F).

I am enclosing the zip codes in my district to aid you in compiling the list and to facilitate responding to my request. I wish to receive this listing in the form of a Comma Separated Value (CSV) file.

If you require further information concerning our intended use of these names and addresses, please contact **{insert point of contact}** of my staff at **{insert email address, phone number, or both}**

Thank you for your assistance in this matter.

Sincerely,

MEMBERS NAME
Member of Congress