



RECORD ACCESS REQUEST

Date of request: _____

My name is: _____

This is regarding (client's name): _____

I am related to the client in the following capacity:

SELF PARENT/GUARDIAN AUTHORIZED REPRESENTATIVE

SPOUSE/PARTNER OTHER: _____

I am requesting the following to be released/sent:

- _____
- _____
- _____

Please send via the following method(s):

USPS FAX PHONE

EMAIL (encrypted PDF file) IN-PERSON (office): _____
(Which office would you like to pick your documents)

OTHER: _____