Verbal Pick-up Authorization

This is to be used when obtaining verbal authorizations to pick-up a child when the individual is not previously indicated in the child's records.

Name of child: _____

Authorization: _____   _____
                     Date   Time

Authorization is valid: _____ to _____
                                 Date   Date

Individual providing authorization: _____

How their identity was verified: _____

Individual being given authorization: _____

Personnel receiving authorization: _____

How the identity of the individual picking up the child was verified: _____

_____

Personnel who verified the identity of individual picking up the child: _____

_____