

## Request For Human Resources Records

Please complete the following information to review or receive copies of official personnel records. Human Resources will normally be able to respond to your request within five (5) work days after receipt. If this is not possible, you will be notified in writing that it may take up to an additional five (5) work days. There may be a reasonable charge for copies of requested records.

Name: \_\_\_\_\_ VT ID Number: \_\_\_\_\_

Telephone (where you can be reached during the day): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Description of official records requested (include name of document if known):

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

Check type of request:

- A copy of the specified record(s).
- Review the specified record(s) at the Human Resources Office.

If requesting a copy, check method you prefer:

- Mail to the address listed above.
- Pick up at the Human Resources Office.

\_\_\_\_\_  
 Signature of Requester

\_\_\_\_\_  
 Date

**For Human Resources Use Only**

Identification of requestor verified by \_\_\_\_\_

Description of record supplied to requestor \_\_\_\_\_

Location of record(s) \_\_\_\_\_ Charges for Services \_\_\_\_\_

Request completed \_\_\_\_\_

Other notes \_\_\_\_\_

Personnel Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_