

PERSONAL RECORDS REQUEST FORM

Updated 07-20-2018

Response will be received within 10 business days of your submitted request

Print Name _____

Last

First

Phone Number _____

Email _____

Mailing Address _____

City/State/Zip _____

NOTE: Copies of birth certificates & social security cards are only retained for 1 year.

I request a copy of the following information from my Housing file:

Birth Certificate (please print legibly):

Head of Household _____

Household Member _____

Household Member _____

Household Member _____

Social Security Card (please print legibly):

Head of Household _____

Household Member _____

Household Member _____

Household Member _____

Lease (please print legibly):

Complex Name: _____

House Address: _____

Year(s) of Residency: _____

EIV Report (please print legibly):

Head of Household _____

Household Member _____

Other Document (please print legibly):

Return completed request by: Mail Email Pick Up

Head of Household Signature

Date of Request

OFFICE USE ONLY

Entered in FOIA sys: _____ Due date to requester: _____ File #: _____

Processed by: _____ Time to Process: _____ Process Date: _____
(minutes)

Additional Notes: _____