

Official Personnel Records Access Request

To view or obtain information from your official personnel records, please make selection(s) below, and the appropriate Human Resources Operations office will respond to you **within 3 business days to confirm receipt of your request and schedule delivery of the information.**

Legal Last Name: _____ / _____	First Name: _____	Employee ID Number: - -	Date Submitted:
Email Address:	Phone:	Department:	

Please contact me by: email phone

What would you like to do during your appointment?

- View my Official Personnel Records
- Obtain a paper copy of my Official Personnel Records - What specific information are you requesting? (e.g. background check(s); position review documentation; performance evaluation (for Med Ctrs only); etc.)

After a copy of your records has been made, HR will contact you to pick up or arrange delivery.

- Authorize someone else to access my Official Personnel Records
Provide name of authorized party: _____

The person you authorize will be asked to provide identification before access is allowed.

- View my Medical Records
- Obtain a paper copy of my Medical Records
- Add a rebuttal or a correction to my Official Personnel Records
Submit written rebuttal/correction information on the back of, or attach it to, this request form.
- Petition for the removal of corrective action documentation that is 6 years or older
Submit a written petition listing the documentation to be removed on the back of, or attach to this request form.
- Other - Please describe: _____

HR Operations Offices

Campus HR Operations Roosevelt Commons West Box 354963 4300 Roosevelt Way NE Seattle, WA 98195-4963 Fax: 206-685-0636	UW Medical Center UWMC BB150 Box 356054 1959 NE Pacific St Seattle, WA 98195-6054 Phone: 206-598-6116 Fax: 206-598-4610	Harborview Medical Center Pat Steel Building Box 359715 325 Ninth Ave Seattle, WA 98195-9715 Phone: 206-744-9220 Fax: 206-744-9955
For HR use only		
Reviewed by HRC:		Date:
HR staff completing request:		Date: