



Department of Personnel –
Leadership and Development

Request for Personnel File Review/Materials **from Personnel File**

Date:

Employee's Name:

Requestor's Name:

Employee's/Requestor's Signature:

(if different than employee)

Requestor's Phone Number:

Employee Number:

☐ I am requesting to view my Personnel File, please call me to set-up an appointment

☐ I am requesting a copy of the following material from my Personnel File:

☐ Driver's License

☐ High School Diploma

☐ TB Test

☐ Transcripts

☐ Social Security Card

☐ Other _____

(needs to be picked up by employee, cannot mail)

☐ I am requesting to view the Personnel File of the employee listed above (Management Only)

Note: Files can only be reviewed in Personnel with a Personnel Manager

☐ Please call me when copies are ready to be picked up at the number above.

☐ Please mail the requested copies to my address on file.

☐ **Approved**

☐ **Denied**

Personnel Manager's Signature: _____

Date: _____