



DEPARTMENT OF PERSONNEL – LEADERSHIP AND DEVELOPMENT

Request for Personnel File Review/Materials from Personnel File

Date: _____

Employee’s Name: _____

Requestor’s Name: _____
(If different than employee)

Employee’s/Requestor’s Signature: _____

Requestor’s Phone Number: _____

Employee # _____

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

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: _____

Copy to: Employee’s File