



**Imperial Valley Community College District
Personnel File Access Request Form**

To schedule an appointment to view your personnel file or request copies of documents, please complete each appropriate section of this form and return to HR. **HR staff will respond within five (5) business days.**

Last Name	First Name	Last 4 digits of Social XXX-XX -	Date Submitted:
Email Address	Phone	Department	

Please contact me by: email phone

Request Details

View my Personnel File

-OR-

Obtain a copies of documents from my Personnel File

After a copy of your document(s) has/have been made HR will contact you when the copy can be picked up.

-OR-

Authorize a second party to access my Personnel File. List the name of the second party.

The second party will be asked to provide identification before access is allowed.

Name of authorized party: _____

Other. **Please describe:** _____

Acknowledgement of receipt of requested information

Signature: _____

Date: _____

For HR Departmental Use Only

HR staff completing request: _____

Date: _____