

## University Personnel File Access Request Form

**Please print**

Complete each section of this form and fax it to University Human Resources (UHR) at 732-932-0047. You will be contacted by UHR within two (2) business days to discuss scheduling. You must bring valid photo identification with you to your appointment in order to view your file.

Last Name	First Name	MI	Employment Status: <input type="checkbox"/> Active <input type="checkbox"/> Retired <input type="checkbox"/> Terminated	Employee Type <input type="checkbox"/> Faculty <input type="checkbox"/> Staff
Email Address	Phone		Campus	Department
Birth date ____/____/____ MM/DD/YYYY				

What would you like to do during your appointment?

- View my University Personnel File
- Obtain a copy of my University Personnel File
- Authorize a representative to access my University Personnel File

List the full legal name of the individual. The representative will be required to show valid photo identification at the appointment in order to view your file.

Name of representative: \_\_\_\_\_

- Other. Please describe: \_\_\_\_\_

I verify that the above information is correct and that I am the employee requesting the file. I understand that I will only be allowed to review the file at the University Human Resources Office in New Brunswick in the presence of a UHR staff member.

\_\_\_\_\_  
Employee signature Date: MM/DD/YYYY

\_\_\_\_\_  
Operations Initials/Forward to Consultant Date: MM/DD/YYYY

\_\_\_\_\_  
Consultant signature Date: MM/DD/YYYY