



**Request Form to Inspect Personnel Records**

*Please note: DePaul University will make every effort to provide your records within 7 working days of your request. If it is administratively unfeasible for us to do so, we will contact you within 7 working days of your request and you will receive the records no later than 14 working days from the original request. Send your completed form to: [EmployeeRelations@depaul.edu](mailto:EmployeeRelations@depaul.edu) or contact an Employee Relations & EEO Representative at (312) 362-7182.*

Name:  Empl ID:

Home Address:

Home Telephone:  E-mail:

Date Request submitted:

If not a current employee of DePaul University, please indicate your date of separation and your department at the time of separation:

**Please check all that apply:**

Currently employed: Department:

Former employee: Last day worked:  Former Dept:

I will pick up my records. Please contact me at the e-mail address above when they are ready.

I would like my records mailed to me at the address above.

*Note: If you are requesting your documents to be mailed, please verify the address you are listing above is the same address in Campus Connect. If your address has changed, you must update your information in Campus Connect before submitting this request.*

**Please sign your request for records:**

Name:  Date:

\*\*\*\*\***For Human Resources Use Only**\*\*\*\*\*

**Request received by:**

**Completion Date:**

**Records mailed on:**

**Records picked up on:**  
Employee signature acknowledging receipt:

**Request for documents denied.**  
Reason:

ER Processor/Date: