



Human Resources ♦ Union Station Suite 299  
 CFCC.edu/HR ♦ HR@cfcc.edu ♦ (910) 362-7312

## Official Personnel File Access Request

### Please print

Complete each section of this form and fax to the Human Resources Office at (910) 362-7259 or provide a copy to a representative of the HR department. You will be contacted by Human Resources 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"/> Current <input type="checkbox"/> Former	Employee Type <input type="checkbox"/> Faculty <input type="checkbox"/> Staff
Email Address	Phone	CFCC Employee ID Number		

What would you like to do during your appointment?

- View my Official Personnel File
- Obtain a copy of the contents of my Official Personnel File  
**After a copy of your file has been made HR will contact you when the copy is ready for pickup (can take up to 4 weeks).**
- Authorize a representative to access my Official Personnel File for the purpose of:  
 Viewing my file:       Obtaining a copy of the contents of my 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/former employee requesting the file. I understand that I will only be allowed to review the file in the presence of a CFCC Human Resources staff member.

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

### Section 2: To be completed at appointment

Date of appointment: \_\_\_\_\_

HR Representative (Print name): \_\_\_\_\_

Notes and/or copies requested: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Human Resources Signature

\_\_\_\_\_  
 Employee Signature/Acknowledgement of  
 Receipt of Requested Copies