



Date: _____

I request review of my personnel records. If I wish to designate a representative to review and receive copies of my personnel record, I have also completed the section below.

Employee Name: _____ UIN: _____
(please print)

Unit/Department: _____

Title: _____

Contact information _____
Address _____
Telephone Number _____ Email Address _____

I am designating the following representative to review and receive copies of my personnel record.

Representative Name: _____
(please print)

Title: _____

Contact information _____
Address _____
Telephone Number _____ Email Address _____

Employee Signature _____

Date _____

UIC HR Service Center:		Acknowledgment: Employee/Representative for Review and Receipt of Documents
UIC HR Staff		
Date Provided to Employee/ Representative		