



ARCHIVE GOVERNMENT AGENCY/INSTITUTION REQUEST

Date: _____

GOVERNMENT AGENCY/INSTITUTION REQUEST: A government agency or institution may request information on a past resident by sending a written request to St. Vincent's, completing this form, and attaching all requested information.

FORMAL WRITTEN REQUESTS must be on Government Agency/Institution's letterhead stating the name and title of the contact person, phone number and email address. You must specify what information is needed and the reason for the request.

Please provide the information below on the past resident for which you are requesting the information:

NAME (include the person's aliases or surnames):

DOB: _____ **SOCIAL SECURITY NUMBER:** _____

DATES in which the person(s) was a resident at St. Vincent's: _____

A SIGNED RELEASE must be provided by the individual the information is being requested if the individual is still living or from a designated Power of Attorney.

RELEASE OF INFORMATION:

Once a request has been properly verified, St. Vincent's Archivist will research the request. All information requests and responses will be addressed and completed via mail within 2 – 4 weeks. The information will be sent to the address provided by the requester of the government agency or institution.