

# AUTHORITY FOR RELEASE OF INFORMATION AND RECORDS

## EMPLOYEE INFORMATION

NAME:

ADDRESS:

TELEPHONE NO.:

MOBILE NO.:

SOCIAL SECURITY NO.:

DRIVER'S LICENSE NO.:

DATE OF BIRTH:

REFERENCE NO. 1 (NAME, ADDRESS AND TELEPHONE No.)

REFERENCE NO. 2 (NAME, ADDRESS AND TELEPHONE No.)

REFERENCE NO. 3 (NAME, ADDRESS AND TELEPHONE No.)

### LIST NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ALL PAST EMPLOYERS. USE ADDITIONAL PAPER IF NECESSARY.

NAME AND ADDRESS OF EMPLOYER'S ORGANIZATION

DATES EMPLOYED (GIVE MONTH AND YEAR)

EXACT TITLE OF YOUR POSITION

NAME OF IMMEDIATE SUPERVISOR

(AREA CODE) PHONE No.

NAME AND ADDRESS OF EMPLOYER'S ORGANIZATION

DATES EMPLOYED (GIVE MONTH AND YEAR)

EXACT TITLE OF YOUR POSITION

NAME OF IMMEDIATE SUPERVISOR

(AREA CODE) PHONE No.

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NAME AND ADDRESS OF EMPLOYER'S ORGANIZATION	DATES EMPLOYED (GIVE MONTH AND YEAR)	
EXACT TITLE OF YOUR POSITION	NAME OF IMMEDIATE SUPERVISOR	(AREA CODE) PHONE No.

## NOTE

PLEASE FORWARD THE FOLLOWING INFORMATION FOR **EACH EMPLOYEE** WHO WILL BE PERFORMING SERVICES ON THIS CONTRACT:

1. AUTHORITY FOR RELEASE OF INFORMATION AND RECORDS FORM
2. INFORMATION BACKGROUND INVESTIGATION SHEET
3. COPY OF BIRTH CERTIFICATE
4. COPY OF DRIVER'S LICENSE AT 150% EXPOSURE
5. COPY OF SOCIAL SECURITY CARD AT 150% EXPOSURE
6. COPY OF VISA FOR NON-U.S. CITIZENS