

Request for Copy of Employee Personnel File

Current and former employees of Virginia Commonwealth University (VCU) may request copies of their personnel files from VCU Human Resources for a **\$40 fee**. Requests include court-ordered subpoenas.

To request a copy of your employee personnel file:

- Complete *and* sign this form in the spaces indicated below.
- Include a check *or* money order for \$40 made payable to "V C U" – **cash not accepted**.
- Mail *or* deliver the completed form – *with your payment* – to **VCU Human Resources** as follows:

By mail: VCU Human Resources
P. O. Box 842511
Richmond, VA 23284-2511

In person: Human Resources Building
104 North Belvidere Street
Monroe Park Campus

- Check **only one** category:
 Current employment
 Former employment - indicate date of separation: ___ / ___ / ____ (mm/dd/yyyy)

Please note: VCU maintains employee personnel files for 5 calendar years after the date of separation.

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|-----------------------------|--|
| Please Print or Type | <p>How would you like to receive the information you have requested?</p> <p>Please indicate by checking your preference below. Requested material will be available approximately 20 workdays after VCU Human Resources receives this completed form with your payment.</p> <p><input type="checkbox"/> Mail to: _____ <small>[Insert mailing address]</small></p> <p><input type="checkbox"/> I will pick up the copy of my employee personnel file at the VCU Human Resource office located at 104 North Belvidere Street (HR Building).</p> |
| | <p>Name(s) while employed at VCU: _____ <small style="margin-left: 300px;">Last</small> <small>First</small> <small>Middle Initial</small></p> |
| | <p>Date of Birth: ___ / ___ / ____ (mm/dd/yyyy) Home Phone: (___) ___ - ____ Work Phone: (___) ___ - ____</p> |

Signature: _____ **Date:** _____