**Information Request – General**

*Last update January 2019*

**Please note the following:**

* You can receive up to 10 copies from your file for no charge.
* After 10 copies, the cost is $0.60 per copy (letter size) and $0.80 per copy (legal size) payable upon receipt of information. If you are not in receipt of assistance, there is also an admin fee of $30.
* If you are/were in receipt of assistance with a spouse, that person’s signature must also be included.
* Please allow up to 30 days for processing.
* **This request will not be processed without your signature.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Member ID |  |
|  |  |  |  |
| Address |  | S.I.N. |  |
|  |  |  |  |
|  |  | Phone |  |

**I (we) am (are) requesting the following information:**

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**The reason for this request is:**

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**Delivery Instructions (select one):**

|  |  |  |
| --- | --- | --- |
| **Pick up at office 🞏** | **Mail 🞏** | **Fax 🞏** |
| Please specify office location: | Information will be mailed to your address | Please indicate fax number: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | Signature |  |  | Date |  |
|  |  |  |  |  |  |  |
| Name |  | Signature |  |  | Date |  |
|  | *spouse, if applicable* |  | *spouse, if applicable* | |  |  |