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 "**VCU**" – ***cash not accepted***.
* Mail *or* deliver the completed form – *with your payment* – to **VCU Human Resources** as follows:

**By mail:** VCU Human Resources

Box 842511

Richmond, VA 23284-2511

**In person:** Human Resources

600 West Franklin 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 five calendar years after the date of separation.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please Print or Type** | **How would you like to receive the information you have requested?**  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.  \_\_\_\_\_ Email via a secure file locker to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | Mail to: | |  | | | | | | | | | | | | | | | | | | | | | |  |
| *(Insert mailing  address)* | | | | |  | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | I will pick up at the VCU Human Resource Welcome Center 600 W Franklin Street. | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name(s) while employed at VCU: | | | | | | | | | | | | | | |  | | | | | | | | | | | |  |
| Last | | | | | | | | | | | | | | | | | | First | | | | | | | Middle Initial | |  |
| Date of Birth: | | | |  | | | / | |  | | / | |  | | | (mm/dd/yyyy) | | | | | | | | | | |  |
| Home Phone: | | | | ( | |  | | ) | |  | | - | |  | | | Work Phone: | | ( |  | ) |  | - |  | |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

VCU Human Resources • Box 842511 • 104 North Belvidere Street (HR Building) • Richmond, VA 23284-2511

Phone (804) 827-1770 • Revised May 2021