

Request for Personnel File

EMPLOYMENT INFORMATION

To obtain a copy of your employment records, please complete the information below. Please allow at least four (4) business days for production. Requests for records should be sent to Human Resources Information Systems (HRIS) at hris@gwu.edu. To ensure your privacy, **records cannot be mailed**. Receipt must be in person or via your GW email address.

Research	Staff	Student	Temporary
I am currently employed with the university. Start Date: _____			
I am a retiree of the university. Retirement Date: _____			
I am a former employee of the university. Termination Date: _____			

REQUEST DETAILS

I request to receive a copy of my personnel file for the following reason(s):

I request to receive my file via:

My GW Email Address (indicate below). **Files may not be mailed to personal email addresses.**
_____@gwu.edu

In person pick up (check location below). **Personal identification will be required at pick up.**
Faculty & Staff Service Center (FSSC), Rice Hall, Ste. 101, Foggy Bottom Campus
Human Resources Information Systems (HRIS), Enterprise Hall, Ste. 391, VSTC

This statement remains valid for thirty (30) days from the date of my signature.

I have provided a copy of my picture ID as follows:

- State issued driver's license
- State/government issued ID card
- GWorld card

Signature

Date

GWID

Phone Number

Email