

REQUEST FOR ACCESS TO CLIENT FILE

NAME \_\_\_\_\_ DATE \_\_\_\_\_

PHONE \_\_\_\_\_

I am requesting access to my client file for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_

The specific documents I would like to see are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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For Office Use Only

Approved \_\_\_\_\_ Assigned to: \_\_\_\_\_  
Denied \_\_\_\_\_ Review Date: \_\_\_\_\_

Reason for denial:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PROGRAM DIRECTOR/DESIGNEE \_\_\_\_\_ DATE \_\_\_\_\_

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Copies Made: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Copies Made at \$ \_\_\_\_\_ a copy.  
Total Copies Made \_\_\_\_\_ Total \$ \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

File Prepared by: \_\_\_\_\_