

**PII ACCESS REQUEST FORM**  
**DEPARTMENT OF TRANSPORTATION**  
**DIVISION \_\_\_\_\_**

Name: \_\_\_\_\_ (Must provide identification)

Address: \_\_\_\_\_

Please check  Home Address or  Business Address

If business address, please provide company name:

In order to help us identify systems that may contain information about you, please tell us a bit about your relationship with the Department:

- Employee or contractor
- Former Employee
- Family member of an employee or contractor
- Individual (citizen or consumer)
- Legal Representative of an individual – please provide the individual’s name and address and describe your relationship

- Other – please describe

Type of Access Requested:

- Paper Copy (charge of \$0.50 per page may apply)
- Request Access to File

**Please present or include a copy of an identification document that includes your name and address. Your access report will be mailed to the address on your identification document. (Employees may also receive the report from their HR manager.)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_