

RECORDS LOG

CLIENT NAME: _____

SSN: _____

DOB: _____

EDUCATION

RECORDS REQUESTED	ADDRESS REQUEST SENT TO	CONTACT INFO	METHOD OF REQUEST	DATE REQUEST SENT & RECEIVED	FOLLOW UP
		P: F:		S: R:	
		P: F:		S: R:	
		P: F:			
		P: F:		S: R:	

MEDICAL

RECORDS REQUESTED	ADDRESS REQUEST SENT TO	CONTACT INFO	METHOD OF REQUEST	DATE REQUEST SENT & RECEIVED	FOLLOW UP
		P: F:		S: R:	
		P: F:		S: R:	
		P: F:		S: R:	

CRIMINAL

RECORDS REQUESTED	ADDRESS REQUEST SENT TO	CONTACT INFO	METHOD OF REQUEST	DATE REQUEST SENT & RECEIVED	FOLLOW UP
		P: F:		S: R:	
		P: F:		S: R:	
		P: F:		S: R:	

GOVERNMENT / SOCIAL SERVICE RECORDS

RECORDS REQUESTED	ADDRESS REQUEST SENT TO	CONTACT INFO	METHOD OF REQUEST	DATE REQUEST SENT & RECEIVED	FOLLOW UP
		P: F:		S: R:	
		P: F:		S: R:	
		P: F:		S: R:	

COURTHOUSE

RECORDS REQUESTED	ADDRESS REQUEST SENT TO	CONTACT INFO	METHOD OF REQUEST	DATE REQUEST SENT & RECEIVED	FOLLOW UP
		P: F:		S: R:	
		P: F:		S: R:	

RECORDS LOG

RECORDS REQUESTED	ADDRESS REQUEST SENT TO	CONTACT INFO	METHOD OF REQUEST	DATE REQUEST SENT & RECEIVED	FOLLOW UP
		P: F:		S: R:	

MATERNAL WITNESS

RECORDS REQUESTED	ADDRESS REQUEST SENT TO	CONTACT INFO	METHOD OF REQUEST	DATE REQUEST SENT & RECEIVED	FOLLOW UP
		P: F:		S: R:	
		P: F:		S: R:	
		P: F:		S: R:	

PATERNAL WITNESS

RECORDS REQUESTED	ADDRESS REQUEST SENT TO	CONTACT INFO	METHOD OF REQUEST	DATE REQUEST SENT & RECEIVED	FOLLOW UP
		P: F:		S: R:	
		P: F:		S: R:	
		P: F:		S: R:	