

**CAREER SERVICE REVIEW OFFICE**  
**1120 STATE OFFICE BUILDING**  
**CAPITOL HILL COMPLEX**  
**SALT LAKE CITY, UTAH 84114-1561**

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*RECORD/DOCUMENT REQUEST FORM*

Date Checked Out: \_\_\_\_\_

Requested Document/Record/File: \_\_\_\_\_

\_\_\_\_\_

Case No.: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

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

\_\_\_\_\_

Requestor Email: \_\_\_\_\_

Requestor Phone No.: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature upon Checkout

\_\_\_\_\_  
CSRO Signature upon Checkout

Date Returned: \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature upon Return

\_\_\_\_\_  
CSRO Signature upon Return