



# REQUEST A COPY OF EMPLOYEE RECORDS

Please ensure all applicable fields are completed to avoid delays with your request

PLEASE USE FORM REQ-1 IF YOU ARE REQUESTING YOUR OWN HEALTH RECORDS

Part 1 – Requestor Information <i>(Who is making the request – for example, a law firm)</i>			
Last Name		First Name	
Organization Name if applicable (e.g., Law firm)		Phone Number <i>(during business hours)</i>	
Mailing Address <i>(where records will be mailed)</i>		City	Province
			Postal Code

Part 2 - Employee Information <i>(information about the employee whose records are being sought)</i>		
Last Name	First Name, Middle Name(s)	Employee ID
Phone Number <i>(during business hours)</i>	Date of Birth (yyyy-mmm-dd)	Date of Death, if applicable (yyyy-mmm-dd)

Part 3 - Records Requested		
<b>3.1 Standard Employee Records:</b> Check all of the standard employee record types that you are requesting		
<input type="checkbox"/> Payroll Records	<input type="checkbox"/> Job Description Records	
<input type="checkbox"/> HR Employment File & Benefits Records	<input type="checkbox"/> Occupational Health & Safety Records	
<b>3.2 Non Standard Employee Records:</b> Describe other types of records you are seeking. Please be specific and provide where Island Health should search for the records you are seeking. Non Standard Employee Record Requests typically take longer to process than Standard Employee Record Requests.		
<b>3.3 Date Range of Records Requested:</b>	Date From (yyyy-mmm-dd)	Date To (yyyy-mmm-dd)

Part 4 – Employee Consent		
I consent to the release of my records identified in PART 3 (Records Requested) of this form to the individual/organization identified in PART 1 (Requestor Information) of this form:		
Note: if you are a law office or legal representative, an attached signed authorization or legal authorization is also acceptable		
_____	_____	_____
<b>Employee Name (Print)</b>	<b>Employee Signature</b>	<b>Date Signed (yyyy-mmm-dd)</b>

Requests for records are typically processed within 30 business days, which is about 43 calendar days. Some requests may take longer due to volume of records, extent of search time, or if insufficient detail has been provided in your request. For example, requests such as ‘all my other documents’ may not be possible to process without specific search criteria and details of the records being sought. Requests that involve searching of corporate records (e.g., ‘all my work e-mails’) may attract fees as permitted by FIPPA.

**When you have completed this form, please send it to:**

- E-mail to: [FOI@viha.ca](mailto:FOI@viha.ca)
- Fax to: 250-519-1908
- Mail to: Att. Information Stewardship, Access & Privacy; 1952 Bay Street; Victoria, BC, Canada, V8R 1J8

If you have questions, please call 250-370-8585