



## REQUEST FOR SERVICE RECORD

This form is for use by **former** employees of HCDE to request an official record of their service (i.e., employment) with the Department. You may submit the request form electronically by completing the form below. **Items marked with an asterisk (\*) are mandatory.** You may also complete the form below, print and mail or fax the form to the Human Resources division.

**NOTE:** It is HCDE policy to prepare one original service record. If HCDE has provided you with an original service record in the past, please contact the school district where you were most recently employed to obtain the original.

**Please allow 30 working days for the service record original to be sent to you via U.S. mail. This form will be transmitted securely to protect sensitive data (Social Security number).**

Name on Personnel Records: *		Social Security Number: *	
Employee ID Number:	Last Campus/Center/Division Assigned: *		
Position Title:	Hire Date: *	Resign Date:	
<b>Mail Service Record To</b>			
District/Agency Name Line 1:*			
Name Line 2:			
Address Line 2:			
City: *	State: *	Zip: *	
<b>Special Instructions:</b>			
Phone Number: *	and/or	E-mail Address: *	

***If mailing the form please send completed form to:***  
 Human Resources Division  
 Harris County Department of Education  
 6300 Irvington Blvd.  
 Houston, Texas 77022  
 or fax to 713.696.0739

Human Resources Use Only	
Date received:	Date mailed:
Processed by:	