

**Alabama Agricultural and Mechanical University
Office of Human Resources**

Mailing Address: Human Resources, Alabama A&M University, Normal, AL 35762
Phone: 256.372.5835 Fax: 256.372.5881

**Request for Obtaining Information from an Employee's File or
Identification Information from Banner**
(Please print or type)

Date: _____

Name of Employee: _____

Name of Person Requesting Information: _____

Organization: _____

Contact Number: _____

Reason for Obtaining Information:

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Signature: _____

Print Name: _____

Signature of HR Representative: _____ Date: _____