

Request for Information Release Form

project information

Project Address: _____ **Contractor/Architect:** _____
 _____ **Services Rendered:** _____
 _____ (Soils Investigation, Residential Structural, etc...)
Service/Revision Date: _____

*Note: Processing time for requests may take up to 15 business days.
 Please fill in the information on this form as detailed and precisely as possible in order to minimize your processing time.
 Once Release Form is completed, sign and fax or mail us back a copy to begin processing.

Information Requested (Check all that apply):

- Plans** _____
Specify (Sheet #, Title, etc...)
- Engineering Documents** (Soils Report, Structural Calculations, Inspection Letter, etc...)
 Description: _____
- Accounting Documents** (Invoices, Statements, Time Breakdown, Insurance, etc...)
 Description: _____

requestor

Name: _____ **Phone #:** _____
 (First & Last)

Reason for Request: _____

Name on Original Contract: _____
 (individual who made direct payments to W.E.I., aka Client)

Requestor Signature: _____
*I am the individual to whom the requested information/record applies, or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare under penalty of perjury in accordance with 28 C.F.R. § 16.41(d)(2004) that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best of my knowledge. I understand that anyone who knowingly or willfully seeks or obtains access to records about another person under false pretenses is punishable by a fine of up to \$5,000. I also understand that any applicable fees must be paid by me.

* for office use only *

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JOB #: _____ **Date of Request:** _____

Job File Contents: _____

Lead Engineer: _____ **Account Paid in Full:** Yes / No

Notes/Comments:

RFI Release Status

I- Engineering Review:

Denied Approved *Comments:* _____

Reviewing Engineer: _____ Date: _____

II- Company Review:

Denied Approved *Comments:* _____

W.E.I. Official: _____ Date: _____