



REQUEST TO ACCESS RECORDS FORM

To request access to your personal records, please fill out this form. Copies of documents that you have previously provided to ASET are available. Please note, the contact information listed below must match the contact information listed in your member profile.

Personal information

First name:	ASET membership ID#:
Middle name:	Date of birth:
Last name:	

Residence address

Number and street:	Apartment/Suite:	
City/Town:	Province:	Postal code:

Telephone (including area code)

Residence:	
Work:	Cell:

Email

Personal:
Work:

ASET membership records retention policy: While ASET retains electronic files for active members indefinitely, ASET will retain membership records of former members for seven years from the date of the membership lapse, after which point these records will be destroyed.

CONSENT. By signing below, I am officially requesting access to and/or photocopies of documents from my file.

Name:	Signature:
ASET ID#:	
Date:	

Please return your completed order form by mail, email or fax.

By mail to: ASET
1600 – 9888 Jasper Ave NW
Edmonton AB T5J 5C6
Email: registration@aset.ab.ca
Phone: 780.425.0626
Fax: 780.424.5053

FOR OFFICE USE ONLY

Date record requested:	Date requested from storage:
Date documentation emailed to individual:	
Staff:	