

Historical Reference Request Form

Directions:

Please complete the fields below. Print this form, complete, **sign** and provide as attachment in e-mail or send through U.S. mail. Please allow 5-7 business days for a response to your request. Expect additional time for mail-in request. All correspondence will be sent to e-mail address as indicated by requestor within field of this form.

NAME: _____ UFID: _____

MAIDEN NAME IF MARRIED: _____

TERM(S) AND YEAR(S) OF RESIDENCE: _____

E-MAIL ADDRESS WHERE CORRESPONDANCE WILL BE SENT: _____

WRITTEN AUTHORIZATION
TO REQUEST RELEASE OF INFORMATION: _____

NOTE: You have two options in directing a completed request form.

- 1) Electronic scanned attachment by email to be sent to UAAccounts@housing.ufl.edu (in subject line of e-mail please notate **Reference Request.**)
- 2) Through U.S. mail. Please print and complete form. Send to address below:

Department of Housing & Residence Education (Attn: Accounts)
PO Box 112100
Gainesville, FL 32611-2100