

HR Request Form



ACI Support Specialists (ACI) offers its employees and former employees the option to request copies of documents from his/her personnel file, such as training certificates, W-2's, etc. Please check off below the respective box(es) for the corresponding document(s) you wish to obtain. Please allow up to five (5) business days for processing, from date HR receives your request. *ACI will not submit copies of items requested to third parties.* The requested info will be provided to the requesting employee only. **Please select one of the following methods to submit your HR Request to avoid delays in processing*:**

- ① in person – only @ the Raleigh office OR
- ② via email/scan to NC-Humanresources@dungarvin.com OR
- ③ via fax at (919) 861-2001 – Attn: HR

***Current Employees: Please be advised, you must be in compliance with COEs to receive the respective copies.**
(No outstanding training, vehicle information &/or other employment related requirements).

Staff Requesting Copies: _____ Date: _____
Printed Employee Name

Check off the respective documents you wish to have copied.

ACI will only provide a copy of NCI and CPR/FA, all other trainings are ACI Only.

<input type="checkbox"/> NCI	<input type="checkbox"/> Check Stub(s) (specify date(s)): _____
<input type="checkbox"/> CPR/First Aid	<input type="checkbox"/> Other _____
<input type="checkbox"/> W2 (specify year(s)): _____	<input type="checkbox"/> Other _____

Your signature is an acknowledgement that you requested the above checked item(s), and that you understand that it may take up to five (5) business days to process your request, from date of submission to HR.

Please indicate the method you wish to receive the documents – ACI will not submit to 3rd parties:

- In-Person** – Raleigh office only, must show ID
- USPS** – we'll be mailing to address on file
- E-Mail:** _____
(Preferred E-Mail address – please print legibly)

Employee Signature

Date

HUMAN RESOURCES ONLY

Received by ACI HR Rep: _____ Date: _____

Processed by ACI HR Rep: _____ Date: _____

Copies given via: _____ Comments: _____