



**Request to Access Your Record**

**Note: This form is to request copies of one's own records. To request to have records sent to a third party, complete an "Authorization to Share Protected Health Information"**

Last Name:  First:

Other Names used:

DOB:                    /                    /                    Phone:

**How would you like to receive the records (check one option):**

Mailed (Certified)  Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Pick up at Clinic  Clinic location: \_\_\_\_\_

**Records Requested (check all that apply):**

Packet (includes Assessment, Treatment plan, and Notes. No fees)

Full Record set (may include additional fees)

Other records wanted:

Specify: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Dates of Service:**

Date From: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date to: \_\_\_\_/\_\_\_\_/\_\_\_\_

All dates of service:

**Provider(s):**

Provider(s): \_\_\_\_\_

All Lifestance Providers:

**Patient/ Personal Representative**

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If personal representative: Print

Name: \_\_\_\_\_

Relationship to client:                    Parent-                     Guardian-