

## Document Request Form

The College understands that you may need to access your record at the College, including your application and supporting documents. Access to these records can help you understand a decision, build an appeal case, and maintain access to documents that are difficult or costly to obtain. You may request copies of documents that you have provided the College by completing this form and submitting it to [info@acmdtt.com](mailto:info@acmdtt.com).

Your information	
Name	ACMDTT # (if applicable)
Email	Phone
Mailing address (if hard copies requested)	
Signature	Date (dd/mm/yyyy)

Documents requested
Please indicate which document(s) you would like the College to send you:
Do you require hard copies or digital copies?  <input type="checkbox"/> Hard copy <input type="checkbox"/> Digital copy
If there is a cost for providing you the requested documents (e.g. photocopy, postage/courier), the College will notify you prior to fulfillment of your request.