

**CHICAGO REGIONAL OFFICE
JOB CORPS RECORDS RELEASE AUTHORIZATION
WE DO NOT FAX RECORDS**

The following information is required before we can process your request for records.

1. Student name at the time he/she attended the program
2. Name of Job Corps Center
3. Year of graduation or separation from the program
4. Your current mailing address
5. Your current telephone number
6. A valid state-issued or government-issued ID with your picture, date of birth, and signature (you may use your phone to take a picture)
7. Your cursive signature is required; your ID should contain this signature

Return this information to this office by fax: (312-596-5471) or by U. S. mail: DOLETA, Chicago Office of Job Corps, 230 S Dearborn Street – Room 676, Chicago, IL 60604, or email: hall.april@dol.gov and Garcia.heriberto@dol.gov

Return this form to: Office of Job Corps
230 S. Dearborn St. - Room 676
Chicago, IL 60604

Fax this form to: 312-596-5471
or email: hall.april@dol.gov
for more information call: 312-596-5489

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