

Send your records to someone else

For current or former clients who want their VOA Utah records sent to another person or another agency

1 Complete a Release of Information (ROI) form

To share your records with another person or organization, you will need to sign a Release of Information (ROI) form. This form gives us your written permission to share your records. You can get the form:



In Person: Tell the front desk staff at your VOA program that you need a ROI. They will give you the form and can help you complete it.



Phone: 801-363-9414 ext. 276



Email: records@voaut.org

We may ask you to confirm your identity when you submit the form.

2 We may follow up with you

If we have any questions about your request, a team member will contact you directly.

3 Records are sent directly

Once everything is in order, we will send your records directly to the person or organization you named on the form. You do not need to do anything else.

Plan ahead!

Most requests are completed within a couple of weeks, though timing can vary depending on how many requests we're currently processing. We process requests in the order we receive them.

Please submit your request before you need records. We do our best to accommodate urgent needs when possible, but cannot guarantee immediate processing.

? Questions?

Call **801-363-9414 ext. 276**, email records@voaut.org, or visit our Administrative Office at **1847 S Redwood Rd, SLC**. Appointments are recommended for in-person visits, as staff are not always available for walk-ins.