



BUSINESS RECORDS CENTER

1130 NE 28th Avenue (at Holladay Street)
 Portland, Oregon 97232
 Phone: 503-284-4323 Fax: 503-493-4498
 E-mail info@businessrecordctr.com

Record Access Authorization - Change Request

CLIENT: _____

ACCOUNT #: _____

Additions and Updates to Authorization List

First and Last Name	Access All Records	- OR - Access Limited to these Records	Can Authorize Record Destruction	Can Authorize Who Has Access

Deletions from Authorization List

First and Last Name	Date of Deletion

Authorizer: Must have prior authorization to make changes and must have signature to process.

Print Name: _____

Signature: _____

Date: _____