

Instructions for Customizing Sample Release of Information Form

1. Replace Logo with local program's logo.
2. Replace local program name and address, phone, email, etc. at top of form.
3. Replace local program name under "authorization" section (there are at least two places to customize the name).
4. Examine the types of resources and consider if there are specific entities that the program would like to identify to authorize for release of information/disclosure.
5. Customize the name of the local CASA program where highlighted.