



**Toledo Lucas County Homelessness Board**

1946 N. 13th Street, #437 Toledo, OH 43604

419-244-9440 / FAX: 419-244-9469

[www.tlchb.org](http://www.tlchb.org)

## **Birth Certificate/State I.D. HMIS Retention Release of Information**

I will allow Toledo Lucas County Homelessness Board (TLCHB) to retain an electronic copy of my Birth Certificate and/or State I.D. by uploading it into the local Homeless Management Information System (HMIS) for the purpose of facilitating housing placement.

I understand that by signing this release I am giving Toledo Lucas County Homelessness Board (TLCHB) permission to create a record with my NAME, SOCIAL SECURITY NUMBER, and DATE OF BIRTH and upload my electronic copies of my document to this record. If I already have a record in HMIS, I give TLCHB permission to upload my documents to that record.

If in the future I utilize homeless service providers that participate in HMIS, the utilization of services and other personal information may be associated with this record.

I understand that I can revoke document retention by written request. The documents will be removed from HMIS. I understand that I do not have to sign this release or have a record created in HMIS in order to receive the document services being provided.

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*Signature*

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*Date*

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I revoke my permission for Toledo Lucas County Homelessness Board to retain my documents.

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*Signature*

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*Date*