

[this letter does not require official letter head, it can be sent as an email with the second page template attached]

Dear Madame/Sir,

You must submit a request for personnel dose history data in writing with proof of your identity. Your employer should have a request form available for you to fill out and send to Jefferson Laboratory. In case such a form is not available to you, I am also enclosing a template which you may use instead.

Please mail all documentation for a dose history request to:

Thomas Jefferson National Accelerator Facility
Attn: Becky Mosbrucker
Dosimetry Coordinator
12050 Jefferson Avenue, Suite 126B
Newport News, VA 23606

If you have any questions, please contact me at 757-269-7236 or by email at becky@jlab.org.

Sincerely,

Becky Mosbrucker

Becky Mosbrucker
Dosimetry Coordinator
Radiation Control Department

Dose History Request

Full Name: First, middle, and last (also indicate maiden name and aliases if applicable):
SSN, Passport no., Canadian ID no., Work Permit no., or Other ID no. (specify)
Date of Birth: mm/dd/yyyy

If this request is being made by an individual, please provide one of the following (not required if request is being made by an employer on behalf of the employee):

- ☐ I am enclosing photocopies of two identifying documents bearing my signature (one with my current home or business address and date of birth)

- ☐ Due to a lack of the above evidence of identity, I am submitting a notarized statement attesting to my identity.

Please release my ionizing radiation exposure records to (Name of Institution):
Signature of Monitored Individual: _____ Date: _____