

## Digital Privacy Release Form

The Digital Privacy Release Form allows constituents to submit a digitally-signed privacy release form and supporting casework documents easily and safely from their computer or mobile device. This form was designed to be generic enough to handle casework for multiple agencies. The form can be placed on the Member’s website, or a link can be sent directly from the IQ system to the constituent who calls to open a case.

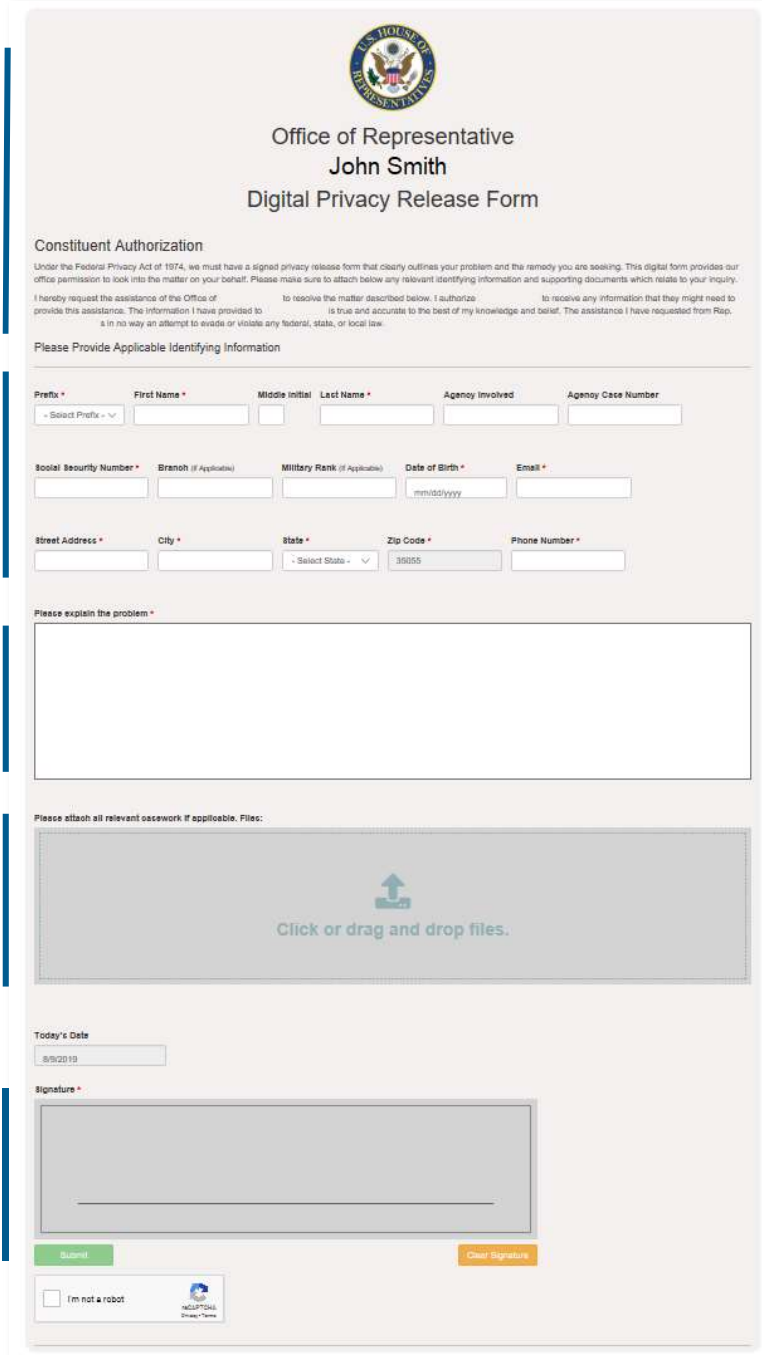
Header contains Member-specific title and constituent authorization statement

Constituent enters personal and case-related information

Constituent provides written description of problem

Constituent browses and uploads supporting documentation

Constituent signs using mouse or finger on touchpad/screen



After clicking submit, the constituent will see a screen with a confirmation number and will also receive an email with a PDF version of the completed Privacy Release Form. At the same time, their form and uploaded documents will be sent to the office via their CMS system.