Metropolitan Transportation Authority

All-Agency Personnel Record Request Form

Former, Non-Retiree Employees (current and retired employees, please use My MTA Portal at www.mymta.info)

To obtain your Personnel Record, fill in the information below and submit this form via email to: PersonnelFile@mtahq.org.
[You must also attach to the email a .pdf copy of your government-issued photo ID for identification purposes.]

Your request will be processed **within 5 business days.**

REQUESTER INFORMATION

Date Submitted

I am a ☐ Current Employee ☐ Former Employee

Last Name **First Name, Middle Initial** **BSC ID**

Phone **E-mail**

AGENCY

Current Agency:

☐ BRTUN ☐ CAPCO ☐ LIRRD ☐ MABST

☐ MNCRR ☐ MTABC ☐ MTAHQ ☐ NYCTA / SIRTOA

All Prior Agencies/Paying Agencies for which I am requesting records:

☐ BRTUN ☐ CAPCO ☐ LIRRD ☐ MABST

☐ MNCRR ☐ MTABC ☐ MTAHQ ☐ NYCTA / SIRTOA

UNION AND CONTACT PREFERENCE

Union, and Bargaining Unit, if represented: *(write N/A if not represented)*

**If your Union Collective Bargaining Agreement addresses requests for personnel records, you will be directed to that process.*

Note: Medical-related files are maintained by OHS. Please contact OHS at MedicalRecordsUnit@nyct.com separately for those documents.

Documents in the record that are more than three (3) years old may take longer than 5 business days to gather.

AUTHORIZATION

Employee Signature **Date**

You may make up to two (2) requests for review of your Employee Record per calendar year.

OFFICE USE ONLY

Date Request was received

Staff completing request

ID type

Confirmed: ☐ Y ☐ N

Date Personnel Record provided

Attach/Enclose a copy of what was sent to the employee.