**Letter of permission to copy Personal Data**

Written at……………………………………….

Date…………..month……………..year(B.E.)…………….

Subject Permission to copy Personal Data

To Chief of planning and Information, Human resource Division

I am (Mr,Mrs,Miss)……………...……………………………………………………………………..

(Mr,Mrs,Miss)…………………………………………...………………………………………………………..

work in position……………...…………………Department/Faculty……………………………………………

phone number…………………………………………..

|  |  |  |
| --- | --- | --- |
| Employee status | 🞏 Public Servant | 🞏 Permanent Employee |
|  | 🞏 University Staff | 🞏 others |

Would like to make a copy of Personal Data as following

🞏 House’s registration

🞏 Degree / Certificate

🞏 Transcript

🞏 Other………………………………………………………………………………

for the reason of………………………………………………………………………………………………….

Please kindly consider the request

Signature…………………………………..Petitioner

(……………………………………….)

|  |  |
| --- | --- |
| **Officer** | **Petitioner** |
| For your consideration | I have received the document |
| 🞏 Approved | totally………………receipts |
| 🞏 Not approved |  |
| Signature ………………………….. | Signature ………………………….. |
| (…………………..……..) | (…………………..……..) |
| Chief of planning and Information | ………. / …………….. / ………….. |
| ………. / …………….. / ………….. |  |