**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 |  ………. / …………….. / ………….. |
|  ………. / …………….. / ………….. |  |