



Herkimer
THE STATE UNIVERSITY OF NEW YORK

PROCEDURE FOR REQUESTING IMMUNIZATION AND/OR PHYSICAL EXAM RECORDS

Please complete the official Health Records Request form. The form is located online at: <https://herkimer.edu/assets/Documents/Experience/health-services/Official-Request-for-Health-Records.pdf>. Forms are also available from the Dean of Students Office and the Student Accounts Office.

To expedite processing, please be sure to fill out the form **clearly** and **completely**. Every effort is made to process requests quickly, however, during busy times this can take up to 5 working days. Also, records can no longer be sent via fax.

Please send health record request to:

Herkimer College
ATTN: Dean of Students Office
100 Reservoir Road
Herkimer, NY 13350
or
via fax to 315.866.1808
via email to DeanofStudents@herkimer.edu

For questions, please call: 315.574.4009