

PATIENT RECORD REQUEST – CHECKLIST
CANCER DATA REGISTRY OF IDAHO (CDRI)

The following items must be submitted to request a record:

- **CDRI Patient Record Request form with the following required information:**
 - Patient Name
 - Patient Social Security Number
 - Patient Date of Birth
 - Patient Date of Diagnosis
 - Type of Cancer
 - Patient Date of Death (if applicable)
 - Patient Address at Diagnosis (Please provide county at a minimum)
 - Signature
 - Relationship to Patient
 - Contact Information

- **If requesting patient record for SELF:**
 - CDRI Patient Record Request Form
 - Copy of Identification (driver's license, official state-issued identification, passport, certified copy of birth certificate)
 - Address Verification (copy of utility bill, phone bill, driver's license, etc.)

- **If requesting a DECEASED patient's record:**
 - CDRI Patient Record Request Form
 - Certified death certificate (with raised seal)
 - Court document establishing your legal authority:
 - a) If you are the surviving spouse and named on the death certificate, ONLY a certified copy of the death certificate is required to establish legal authority.
 - b) For any requestor other than the surviving spouse, a certified copy of at least one document establishing legal authority is required (e.g. Letters Testamentary).
 - Copy of Identification (driver's license, official state-issued identification card, passport, certified copy of birth certificate, etc.)
 - Address Verification (copy of utility bill, phone bill, driver's license, etc.)

- **If requesting a patient's record on behalf of a living patient:**
 - CDRI Patient Record Request Form
 - Legal document establishing your legal Authority (e.g. Power of Attorney)
 - Copy of Identification (driver's license, official state-issued identification card, passport, certified copy of birth certificate, etc.)
 - Address Verification (copy of utility bill, phone bill, driver's license, etc.)

Mail Requests to:

Cancer Data Registry of Idaho
P.O. Box 1278
Boise, ID 83701

Questions or concerns, please contact:
Cancer Data Registry of Idaho
Phone: (208) 489-1381