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**Records are processed by Vital Chart, and they can be reached at
214-399-0914.**

All requests for medical records must have a dated written authorization with the patient's signature, social security number and date of birth along with a complete address of where you would like the information to be sent. You may fax your request to 214-596-9411.

Please allow 14 days from the date you mailed this request to receive your records and if you have not received your records or notification from Vital Chart within this 14-day period, please call Vital Chart.

Patients requesting their medical records for their personal use will be subject to a \$25.00 charge. State law requires that we have 15 business days to produce medical records.

Thank you.