

DOCUMENT RETURN FORM

All submitted paperwork is not the responsibility of DGA Contract Administration. All documents must be retrieved from the DGACA offices no later than 30 days from your date of placement or upgrade on any Qualification List.

Please read the following statement, sign it, and return it with your application. We cannot process any application without the inclusion of this signed form.

I understand that the removal of all supporting documentation included with my application is my responsibility. The failure to retrieve any and all paperwork within 30 days of placement on any Qualification List will result in the shredding of all documentation.

_____ I would like my documents returned and have included a pre-paid shipping form.

_____ I will call your office and arrange a date to pick up my documents within 30 days of my date of placement.

_____ I do not wish to have my documents returned. My signature below gives DGACA my permission to destroy all my supporting documentation.

Name

Date