**Records Release to VA Research Participants**

Participants may request release/copies of research records.\* All such requests should be documented with VHA Form 10-5345a (note the “a” at the end; do not use VHA Form 10-5345).

Have the participant complete VHA Form 10-5345a and sign with wet signature. This can be completed in person, or returned by mail or fax.

If the requested information is located in the Computerized Patient Record System (CPRS), coordinate with the VA Release of Information (ROI) Office to pull the participant’s CPRS research records. Importantly, Research Service should not print / release CPRS research records because the ROI Office has the ability to do this without including the social security number on the documents.

If research records are stored outside CPRS, then Research Service can release these directly to the participant in the manner selected on VHA Form 10-5345a.

When completed, VHA Form 10-5345a should be sent to the ROI Office via interoffice mail for records storage.

*\*The Informed Consent Form for some studies may indicate that the participant is not entitled to a copy of the records until the research is complete. This is important to the integrity of double-blind/placebo-controlled studies.*