



(907) 714-4521 Intake Office  
(907) 260-4063 Intake Office Fax

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## **Directions for completing Releases of Information**

**To help facilitate your treatment, information with other persons or agencies/facilities may need to be exchanged.**

You will need one release for each person or agency/facility that may apply to you:

- Lawyer
- Adult Probation
- OCS
- Alaska Safety Action Program (ASAP)
- Medical Provider(s)
- Emergency Contact
- Previous Treatment Center(s)
- Parents (optional)
- Spouse (optional)
- Children (optional)
- Close Friends (optional)
- Other

**Please read the form carefully and follow all directions exactly as they are listed to insure that your release is valid. Phone numbers (and faxes if available) are very important to include on each form as they are required for telephonic exchange of information as well as information transmitted via facsimile (fax).**

**Please note that unless your form is signed & dated by a witness it will not be valid.**