

**Minimum Information Acceptable for
Valid Release of Information**

- Name and address of entity that may release information
- Name and address to whom the information may be released
- Specific types of records that may be released
- Dates of service that may be released
- Specific purpose or need for the release
- Time frame that the release is in effect
- Signature of client/legal guardian and date
- Client identifying information such as date of birth or Medicaid number