

# HJClx Request for Access

**Access information for HJClx may not be available for up to 14 days after your student's picture day.**

To provide protection of your private data, including your image, Herff Jones, Inc. asks that you fill out the information requested below prior to ordering portraits. Please do not ask Herff Jones employees for information to complete this form.

**The following information must be entirely filled out by the subject or their legal guardian.**

When complete, please fax to HJClx Customer Service at 704-845-2779 or mail to:

P.O. Box 1013  
Charlotte, NC 28201-1013

\*Please allow 2 business days for access information.

Date Photographed: \_\_\_\_\_

## Subject Information

Subject Name: \_\_\_\_\_

Subject Address: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

Teacher/Coach Name: \_\_\_\_\_ Grade/Event: \_\_\_\_\_

## Legal Guardian Information

Guardian Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Guardian Address: \_\_\_\_\_

Shipping Address, if different: \_\_\_\_\_

Relationship to Subject: \_\_\_\_\_

Email address: \_\_\_\_\_

I certify that I am 18 years of age or older, or the legal guardian of the above named subject. I will indemnify, defend, and hold harmless Herff Jones, Inc., its affiliated companies, directors, officers, employees, and representatives from any claim or demand (including costs, expenses, and reasonable attorneys fees) arising out of or relating to printing or delivering these portraits.

Date: \_\_\_\_\_

Subject or legal guardian's printed name: \_\_\_\_\_

Subject or legal guardian's signature: \_\_\_\_\_

\*Again, please allow 2 business days for access information.