

RELEASE OF CUSTOMER ACCOUNT INFORMATION

- Please print clearly. Request may be delayed or denied if unreadable or incomplete.
- This release must be signed and notarized for Charter to release your records. Requests may take up to 30 days to process.
- **Authorization will only be accepted if it is provided by the account holder or an authorized user on the account.**

|   |  |   |               |
|---|--|---|---------------|
| Full Name of individual signing release   |  |   |               |
| For Commercial Accounts<br>Business Name:   |  | Position/ Title of Officer authorizing:   |               |
| Account Address   |  |   |               |
| Contact Telephone Number  |  |   |               |
| Account Information:  |  | Charter Account Number  | Security Code |
| Specific Records Requested<br>(example: call logs for 555-555-5555)   |  |   |               |
| Time Period (MM/DD/YY)  |  | From  | To            |
| <p><b>Charter should send the requested records to:</b></p> <ul style="list-style-type: none"> <li>• If left blank, Charter will mail records to your <b>service address</b> only.</li> <li>• E-mail: (will only be used for delivery to an attorney or Law Enforcement Officer)</li> </ul> |  | <p>Name: <b>RECORDS DEPOSITION SERVICE</b></p> <p>Address: <b>P.O. BOX 5054, SOUTHFIELD, MI 48086-5054</b></p> <p>Fax: <b>248-357-3337</b></p> <p>Email: <b>REQUESTS@RECDEP.COM</b></p> |               |

I, the above-named subscriber or authorized user, do hereby request that Charter release all account information, specifically the information written above, relating to the indicated Charter account. I hereby waive any rights I or any other account holder or authorized user may have under any agreement or state or federal law, including Section 631 of the Communications Act of 1934, 47 U.S.C. § 222 and 551, to prohibit the disclosure or restrict the use of information or records so provided.

**DISCLAIMER:** Charter DOES NOT keep or have records for every use of and interaction with its services. The absence of a record for a particular event does not mean that such event did not happen, but rather means that a record of such event was not recorded by our system. Further, some of the information contained in Charter's records is provided by third parties and is subject to error. I acknowledge and understand that Charter's records are subject to human error, technical limitations and record retention policies and that Charter cannot always guarantee the accuracy or completeness of any records provided. Further, note that subscriber authorization can only apply to records strictly defined as Personally Identifiable Information or subscriber list information. Certain records maintained by Charter regarding a customer account are not considered to be personally identifiable information, and will not be provided absent a compulsion.

Dated: \_\_\_\_\_, 20\_\_\_\_

ACKNOWLEDGEMENT Signature

State Of \_\_\_\_\_)

County Of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a notary public, the undersigned officer, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public  
My commission expires:

Please **EMAIL** Completed Release to [leroc@charter.com](mailto:leroc@charter.com)  
(Preferred Method)  
v.7-2020by

Or Mail Completed Release to:  
Charter Communications, Inc. LEROC  
12405 Powerscourt Drive, Saint Louis, Missouri 63131