

Account Number:

Dear

You've recently contacted us asking that we release information to an individual that is not listed on your account. In order to process this, we need your written authorization.

Keep in mind, because we must verify and document the party's relationship to you, the person must be able to provide us with your name, your account number or at least five sequential digits of your Social Security number or other specific information regarding the request that's consistent with what's noted in the loan(s) history that he/she is referencing. In addition, the individual will need to provide **two** of the following items:

- Your date of birth
- Your telephone number
- Your home address
- Your email address

By completing and submitting the form below, you're authorizing us to release all information regarding your education loan account to another person or organization via letters, internet or telephone.

Please return your completed form to us by faxing it to 866-266-0178 or mailing it to the address listed above.

You are under no obligation to submit the form. It's important to note that although you may authorize us to release information to others, the obligation to repay the loan remains the responsibility of you and your cosigner (if applicable).

**Who do you share my information with now?**

We're currently authorized by law to provide information concerning your education loan account to your school and the Department of Education (for any federal loans).

**Questions?** You're welcome to visit us online at [Navient.com](http://Navient.com), or call us toll free at 800-722-1300. We're here to help you Monday – Thursday 8 a.m. to 9 p.m., and Friday 8 a.m. to 8 p.m., ET.

We appreciate the opportunity to serve you.

Sincerely,

Navient– Department of Education Loan Servicing

\*Information included in this letter is for the loan(s) listed on the following page(s).

----- INFORMATION RELEASE FORM -----

I authorize Navient to release information about my current and any future education loans serviced by Navient, orally, in writing, and/or electronically to:

*(Please print or type)*

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Name Telephone Number

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Address City State Zip

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Borrower Signature Date

<Borrower Name>