

# Arctrieval Intake Forms and Supporting Documentation



Whenever possible, Arctrieval strongly recommends providing all the documents listed in the tables below. Providing complete documentation about the client, patient, and personal representative eliminates questions, authorization, or identify verification issues that may result in the rejection of your request.

## Client Intake Forms

### Documents

### What's Needed

Arctrieval Client Intake Form

The client fills in their full name, today's date, and signs the form in the box as indicated.

Client's (Patient) Photo ID

Driver license, passport, state identification card, military ID, or other government-issued ID.

## Personal Representative Intake Forms

### Documents

### What's Needed?

Arctrieval Personal Representative Intake Form

The patient's name is entered at the top of the form. The personal representative fills in their full name, today's date, and signs the form in the box.

Patient's Photo ID

Driver license, passport, state identification card, military ID, or other government-issued ID.

Personal Representative's Photo ID

Driver license, passport, state identification card, military ID, or other government-issued ID.

### Relationship to Patient/Client

### Supporting Documents Needed

Parent

Birth Certificate—especially if parent and child have different family names.  
Custody Agreement—if parents are not married.

Legal Guardian

Guardianship affidavit, legal papers, or court order.

Healthcare Decision Maker

Healthcare Power of Attorney—Not the same as a regular power of attorney for business matters

Next of Kin

Death certificate indicating the next of kin.

Executor of a Will or an Estate

Will, probate documents, or other court documents.

If you have any questions or need assistance determining which documents are needed for your request, please contact us at [support@arctrieval.com](mailto:support@arctrieval.com).