

## Data Owning Department's Letterhead

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

Administrator  
Committee for the Protection of Human Subjects  
1215 O Street, 11<sup>th</sup> Floor  
Sacramento, CA 95814

Dear Administrator,

This letter certifies that the Department of \_\_\_\_\_ has initially reviewed the research project titled \_\_\_\_\_ to be carried out by the Principal Investigator \_\_\_\_\_. This letter further certifies that any release of personal information to the principal investigator for this research project will be in compliance with all applicable state statutes.

Sincerely,

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(Type name of Signatory Official )

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(Signature of Signatory Official)

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(Title)

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(Address)

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(Telephone number)