



How to Submit Letter Requests

1. Follow the link: <http://bit.ly/RIDOHletter>
2. Read and acknowledge all the instructions. This will help to avoid delay and/or rejection of the request.
3. There are **6 types of letters** to choose from. Read each type of letter and description before choosing which best describes your current situation.
4. Answer any subsequent questions and review the information you have entered before clicking 'next.'
 - There are prompts under each question that will help guide you in answering the questions.
 - Some of the prompts show you the necessary format for your answer, others will help explain the question.
 - Links are provided under some questions for further explanation.
5. Personal Information section:
 - If choosing the Parent/Child Quarantine letter, the next section to appear is the parent information. Personal Information section will follow and refers to the child.
 - Your name and date of birth will appear on your letter exactly as you type it into the fields. Please follow the suggested formatting.
 - Answer all required questions.
 - DO YOU HAVE EMAIL ACCESS?
 - The letter will be sent in the body of an encrypted email. (Follow instructions on the email to unlock the encryption)
 - IF YOU DO NOT HAVE EMAIL ACCESS:
 - The letter can be mailed. Please include complete mailing address and **allow at least one week for delivery.**
6. Employer Information section:
 - **Employer information is NOT required.** If you do not have employer information or do not wish to share it, **please leave these fields blank.**
 - You may enter up to 50 characters in the Notes field. Use this field to include any information that might help expedite approval of your request. This information will not appear in your letter.
7. Submitter's Contact Information:
 - If you are completing the form on behalf of someone else, please enter your contact information. We may need to call or email if we need clarification.
 - **ALL RIDOH and IBM staff are REQUIRED to enter their name, email, and phone number as they are submitting requests on behalf of another person.**
8. You can click the back button to go back to the beginning of the form without losing any of the information you have already entered. Please be sure to review before submitting.
9. Click Submit.
10. Within 72 hours you will receive an encrypted email from RIDOH.LetterRequests@health.ri.gov
 - Follow the instructions provided to setup a username and password for access to the email.