

SSN Access Request Form

Access to the field with the social security number is limited to personnel who need it to complete their job duties. By federal and state law, this information is not to be distributed to unauthorized persons. At Michigan Tech, the SSN is classified as Tier-I confidential information as defined in the [Data Classification and Protection Standard](#).

Name:	M#:
Userid:	
Department:	Phone:
Job Function requiring social security number access (check all that apply)	
	When working with information from federal/state/local agencies or organizations that use the social security number as the key
	When working with insurance or medical records
	When working with collections
	When working with educational records and/or testing documents when received from outside entities
	When entering admissions applications
	When working with any third party entity that uses the social security number as the key for the record
	When working with employee files/employment records
	Other (explain)
Applicant Sign/Print	
	Date
Supervisor Sign/Print	
	Date
Data Custodian	
	Date