

## 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](#).

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