



ADDRESS DISCLOSURE FORM

With few exceptions, your home address and telephone number are no longer considered public records. As a result, the Office of Human Resources will only release the home address and telephone numbers of those employees who authorize that release. If you wish to authorize release of your home address and phone number, please sign below. Unless we receive a signed copy of this authorization, we will not release your home address and phone number.

- Yes, you may release my address and phone number.

- No, you may not release my address and phone number to the public. I understand that this information can still be disclosed to: my official representative with my signed authorization; my supervisor and other authorized staff of this agency; staff of the Chancellor's Office; legally authorized law enforcement agencies; state agencies enforcing claims due the state or defending against such claims.

Please provide OIT - Human Resources your address and phone number regardless of which option you select for inclusion in your personnel file.

Employee Name: _____

Residence Address: _____

Mailing Address (if different) _____

City, State, Zip: _____

Phone: _____

Signature

Date

