

Request for Access to SSN data in UB InfoSource

Complete this form to request approval to access UB InfoSource data containing Social Security Numbers. Completed hard copy of this form should be mailed to the appropriate data trustee for review. The department head of your area (Vice President, Dean, Vice Provost) and User signatures are **required** for processing. All requests must include the legal or business purpose for the request as well as how the SSN will be used. You must indicate specific subject area and name of the view you are requesting (ex. area = Admissions, view = APPLICATION_V).

_____	_____	_____	_____
Last Name	First Name	MI (Please Print)	Title
_____			_____
Department			Department Address
_____			_____
Campus Telephone Number			E-mail Address
_____			_____
UB IT Name Find UB IT Name			UB InfoSource Userid**

** Do not use this form if you do not have a valid UB InfoSource userid. To request an account on UB InfoSource complete [Request for UB InfoSource Account](#).

List the subject area AND specific view name(s) for which access is being requested (attach a separate sheet if additional space is required.) Example – Admissions is the subject area, APPLICATION_V is the view name):

_____	_____
_____	_____

State the legal statute or business necessity* requiring access to Social Security numbers.

* Data is required by law or necessity for business transactions, i.e. instances where the person number identifier CANNOT be used.

Duration for Access

If data access is required for a special project or for use by TA/GA please specify duration:

Start Date: _____ **End Date:** _____

