

**Y Yes, you may release my address and phone number.**

**Y 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)**  
\_\_\_\_\_

**Signature**

**Date**

