



Privacy Hold Form

Name: _____ Student ID or SSN: _____
(Please print)

I, _____, hereby request that Directory Information be withheld from the public. I understand that, under no circumstances, will this information be released to anyone, including myself, unless requested in writing by me or in person with proper identification. *(The Privacy Hold Form must be filed with the Registrar's office by the 12th class day during the Fall/Spring semesters; 4th class day during the summer sessions; and the 2nd class day during the Mini session in order to avoid the student's information being released to the public.)*

- I understand, by signing and filing this form with the Registrar's Office, that:
- My information will not be released to prospective employers, insurance companies, credit agencies, etc.
 - I can not have my PIN reset by phone.
 - My personal information will not appear in any published list.
 - If anyone requests information in person, by fax, mail, email or telephone, Texas State will respond to the requestor with **"We do not have any information on that individual"**.
 - This privacy hold will remain in effect until I request, in writing, to have it removed.

	<i>Click here to find out if you have a privacy hold.</i> Please check one option below
	Place Privacy/directory hold on my records at Texas State
	Remove Privacy/directory hold from my records at Texas State

Effective semester and year: _____

Student's signature *Date*

Office use ONLY
_____ Processor's stamp

Print this form and mail or fax to:
 Texas State Registrar's Office, 601 University Drive, JCK 111, San Marcos, TX 78666-4615 Phone: (512) 245-2367; Fax (512) 245-8126

With few exceptions, state law gives you the right to request, receive, review & correct information about yourself collected on this form.