

Instructions for Individual Confidentiality Statement Completion

Please print and read confidentiality statement thoroughly.

Using Pen, print your full legal name, sign and date the form then complete the questions pertaining to: mothers maiden name, first school attended and favorite animal or pet. The Help Desk or Security will ask you to answer these questions to verify that you are indeed the person to whom the NT ID belongs. **NOTE: Failure to complete the confidentiality statement as instructed will lead to delays in access and will require re-submission of a properly completed Confidentiality Form.**

You must fax or pdf the completed form to the fax number/e-mail address provided at the bottom of the form.

NOTE: Managers (or anyone) submitting a Confidentiality Statement on behalf of another person must **NOT** retain the original or a copy of the completed form as this is a violation of DMC policy. The form must be returned to the owner, or destroyed on confirmation of a successful transmission.

You may keep your own completed Confidentiality Form in a secure place. Remember, the personal identifying information is your information and must not be shared or left where others may see or obtain it.