



# COLLIN COUNTY ELECTION NEW HIRE INFORMATION FORM

Hire Date \_\_\_\_\_

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Birth Date \_\_\_\_\_ Social Security # \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## PUBLIC INFORMATION ELECTION FORM

### ALLOWING THE PUBLIC TO ACCESS YOUR PERSONAL INFORMATION

Under the Public Information Act (Government Code Sec. 552.024), as amended by the 82nd Texas Legislature, you may choose to allow or disallow public access to your home address, home telephone number, social security number, emergency contacts, and any family member information maintained in our records. Public access means if an individual requests personal information maintained in your personnel file, we must provide that information unless you choose to disallow the request.

Except for Law Enforcement or Community Supervision employees, if you do not make an election, the information will be subject to public access automatically. **Please indicate whether you would like to allow public access to the following information:**

Yes    No

_____	_____	Emergency Contact Information
_____	_____	Family Member Information
_____	_____	Home Address
_____	_____	Home Telephone Number
_____	_____	Social Security Number

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please provide a copy of the following **REQUIRED** documents:

- A copy of your **Social Security Card** so we can ensure the name in PeopleSoft (Payroll System) matches the name the IRS/SSA has on file.
- A **government issued** document with your birthdate to match to IRS/SSA information. (which can include a driver's license, identification card, birth certificate, passport, etc.)