Instructions for Completing UIN Issue Certification Form for Volunteers and Other Non-Employee

This form is to be used when requesting a Universal Identification Number (UIN) or to verify an existing UIN for volunteers and other non-employee status. You must attach a copy of the individual’s social security card and drivers’ license or passport/visa for identity verification and activation.

Important: Please take note of the following information when completing this form. After completion, please email as an attachment along with supporting documentation to hsc-risk-insurance@tamhsc.edu.

Instructions for each item in the supplemental form are provided below:

1. Enter full name of the individual as it appears on the identification card.
2. Enter other name if applicable.
3. Enter gender (female or male).
4. Enter birth date (00/00/0000).
5. Enter existing UIN, if applicable.
6. Enter social security number (SSN). Please indicate if not applicable. (a copy must be attached when applicable)
7. Enter passport number or government issued number. (a copy must be attached when applicable)
8. If the individual is a foreign national, enter the Country of Nationality.
9. Enter email address.
10. Enter the HSC Component and department/location.
11. Mark the appropriate box describing the reason for request. Please explain if you mark Other.
12. Enter the dates for activation (start and end date). Access is granted on a 12 month period. (You must re-apply each year.)
13. Describe the scope of work to be performed.
14. Mark the appropriate boxes for the type of access needed. Please explain if you mark Other.
   1) Physical refers to access to a building, clinic, laboratory, etc.
      a. Building Facilities
      b. Clinical Facilities
      c. Research Facilities
         BL1 (Biosafety Level 1) – agents that do not ordinarily cause human disease.
         BL2 (Biosafety Level 2) – agents that can cause human disease, but whose potential for transmission is limited.
         BL3 (Biosafety Level 3) – agents that may be transmitted by the respiratory route which can cause serious infection.
   2) Logical refers to access to computer systems and resources
      a. Computer System
      b. Email Account
      c. iRIS Account
      d. Library Resources
   3) Other, please explain.
15. Enter the names, titles, phone numbers and appropriate signatures and dates.

Note: On-line Notification of Resignation/Termination form must be completed at the end of the term.

HSC Risk Management
(979) 436-9250
HSC-Risk-Insurance@tamhsc.edu

NEED HELP?

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