

# TALX Electronic I-9 Service Request Form

Please fill out the form, print and sign it. Obtain your supervisor's approval.  
Forward approved form to PASC - FREH.

Log in instructions will be mailed to you after your account as been set up.

## User Information (all entries are required)

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dept Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
(This must be handwritten)

PUID: \_\_\_\_\_

User Role:

Global ID/Email: \_\_\_\_\_ @ purdue.edu

## Employee Group

Regular Staff  Temporary or Student - expiration date: \_\_\_\_\_

## Access Request

Date user completed I-9 training: \_\_\_\_\_

Was there a previous I-9 Completer in this role?

If so, who: \_\_\_\_\_

## Usage Guidelines and Policies

I agree to abide by [Security Requirements for Handling Information](#) regarding use of computing resources.

Requester - Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_ And

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_