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UFID

Last Name

First

Middle

The University of Florida routinely releases directory information to third parties when requested. In accordance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to completely restrict the release of directory information, referred to as a “privacy hold”.

The University of Florida defines directory information as

- Student name
- Class and college
- Local and permanent addresses
- Telephone number(s)
- Email address
- Enrollment status (e.g. undergraduate or graduate level; full time or part time)
- Most recent previous educational institution attended
- Dates of attendance at UF
- Majors
- Minors
- Certificate
- Concentrations
- Degrees earned
- Nature and place of employment at UF
- Honors and awards received
- Publication titles
- Participation in officially recognized or registered activities and sport
- Weight and height of members of athletic teams

Students may request that their address not be published online by updating their directory profile in my.ufl.edu under my account. This option only prevents the components chosen from being published on the UF web directory. **However, restricting information on the web is not the same as privacy hold under FERPA and will not prevent the University from providing your directory information in other formats.**

A request to restrict release of directory information becomes effective within two (2) working days from the date the request is received by the Office of the University Registrar. Any information released prior to the effective date of this request still may be available in printed publications. Your directory information will be excluded from subsequent publications and will not be disclosed by the Office of the University Registrar to third parties without your written consent. Any student with a restriction of directory information on their records will require additional authentication before the University can conduct business with them.

## Restriction of Directory Information (Full Privacy Hold)

**EXCEPTIONS:** Even when directory information is restricted, access to academic records is permitted under certain circumstances. University of Florida faculty and staff have access to your records providing there is a legitimate educational need to know. Information also is released to banks and lending institutions in conjunction with receipt of financial aid. Additionally, parents who provide Internal Revenue Service documentation proving a student is a dependant will be provided both directory and academic information upon request, regardless of whether or not a student has elected restriction of directory information. Records also are provided in response to a judicial order or a lawfully issued subpoena. The university will attempt to notify you prior to the release of your record in both of these circumstances unless a court order prohibits the notification.

I have read and understand the exceptions to a restriction of directory information. I understand that this request will deny release of my directory information to all parties without an educational need to know, as provided for in the Family Educational Rights and Privacy Act of 1974, excluding the exceptions listed.

\_\_\_\_\_ (Please initial)

**Carefully consider this request. There may be incidences of personal inconvenience. For example, your current address and telephone number will not be released to anyone, even to those who claim to be relatives. In fact, your existence at the University of Florida cannot be acknowledged in any way, even to collegiate honoraries (such as Golden Key) or to colleges who request your information for scholarship opportunities. Additionally, you will not receive ticket information from the University Athletic Association. Further, this restriction will remain on your record after you leave the university, limiting release of information routinely requested by potential employers, until you provide this office with a request in writing to remove the restriction of directory information.**

I have read this document in its entirety, understand, and assume full responsibility for any inconvenience caused due to the nature of the restriction I am requesting. I understand that if I do not remove this directory restriction with the Office of the University Registrar, it will remain in effect, preventing third parties from obtaining information regarding my student status at the University of Florida.

\_\_\_\_\_ (Please initial)

**Please check one of the following statements and sign the form below:**

- I request a full restriction of my directory information (privacy hold).
- I request removal of the restriction of my directory information (privacy hold).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please submit your request by [secure upload](#) or mail to the Office of the University Registrar, PO Box 114000 Gainesville, 32611-4000. The notary section below must be completed prior to uploading or mailing this form.**

Notary's Certificate of Acknowledgement

State of \_\_\_\_\_

City/County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_ personally appeared,

WITNESS my hand and official seal

\_\_\_\_\_, and proved to me on basis of satisfactory evidence of identification \_\_\_\_\_

to be the above-named person who I witnessed signing this statement.

My commission expires on \_\_\_\_\_

Office Verification Only

\_\_\_\_\_  
Initials / Posting Date

Return to: Office of the University Registrar via the Secure Document Upload at <https://registrar.ufl.edu/forms>  
Office of the University Registrar, PO Box 114000, Gainesville, FL 32611-4000