



*University Community (faculty, staff and students)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
Address Validation Requirements in Connection with Covered Accounts Offered or Maintained by Florida International University	August 1, 2009	1110.002

**POLICY STATEMENT (R)**

The Florida International University Student Administration System and the Division of Human Resources are the only two official repositories of address information for University students, faculty and staff. All University Departments and Divisions must use these databases as the official sources of address information. Requests to process a change in address for a University student, faculty or staff must be processed through the University Registrar’s Offices or the Division of Human Resources.

Florida International University must assess the validity of a change of address in connection with any Covered Account it offers or maintains. Individual students, faculty or staff may always request a change of address by appearing in person and providing adequate proof of identity. If, however, the request to change a student, faculty or staff address is done via U.S., courier or inter-office mail, or on-line, the Offices of the Registrar and the Division of Human Resources shall:

1. If a student, notify the student of the request via official e-mail on file;
2. If faculty or staff, notify the faculty or staff member via e-mail, if possible, or letter to the former address on file;
3. Provide to the individual a reasonable means of promptly reporting incorrect identifying information including, without limitation, address changes; or
4. Otherwise assess the validity of the change of address in accordance with the University’s Identity Theft Prevention Program.

If the student, faculty or staff requests to change his or her address in person, and provides adequate proof of identity, no notification shall be sent. The department shall keep a record with the following information:

1. Name and Panther ID of person making the request;
2. Date of change request;
3. Name of employee who made the change on the database;
4. Documentation presented to verify new address.

**REASON FOR POLICY (O\*)**

In order to comply with the Federal Trade Commission’s Red Flags Rule, which implements Sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003, the University must develop, implement and maintain a written Identity Theft Prevention Program. This Program, together with relevant University regulations, policies and procedures, shall serve to protect University students, faculty and staff from identity theft.

This policy sets forth the address validation policies and procedures the University will follow in connection with any Covered Account it offers or maintains including, without limitation, any credit or debit card it issues.

**RELATED INFORMATION (O\*)**

Division of Finance and Administration Policy:

Preventing Identity Theft on Covered Accounts Offered or Maintained by Florida International University

IT Security Policies and Procedures:

Gramm-Leach-Bliley Act: Safeguards to Protect Confidential Financial Information  
Information Technology Security  
Information Technology Security (AFSCME)

Information Technology Security (PBA)  
 Information Technology Security (SEIU)  
 Responsibilities for FIU Network and/or System Administrators  
 University Wireless Network Infrastructure

IT Security Procedures:

Data Stewardship  
 Sharing Access to IT Resources; Password Management  
 System and Application Management

University Program:

Florida International University’s Identity Theft Prevention Program

**DEFINITIONS (R\*)**

1. “Covered Account” is an account maintained by the University that involves or is designed to permit multiple payments or transactions such as a student financial aid loan, short-term loan account, emergency loan account, or student or staff debit card account.
2. “Identifying information” is any name or number that may be used, alone or in conjunction with any other information, to identify a specific person including: name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number and student identification number.
3. “Identity Theft” is a fraud committed or attempted using the identifying information of another person without authority.
4. “Red Flag” is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

**HISTORY (R\*)**

New policy of the institution adopted on March 2, 2009 to be effective as of August 1, 2009.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Division of Finance and Administration  
 Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Office of Finance and Administration  
 11200 S.W. 8<sup>th</sup> Street, PC 523  
 Miami, Florida 33199  
 Telephone Number: (305) 348-2101

The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fiu.edu/>.

For any questions or comments, the “Document Details” view for this policy online provides complete contact information.

**FORMS/ONLINE PROCESSES (O\*)**

Florida International University’s Identity Theft Prevention Program

Link to the above referenced Document available in the "Document Details" Section of the online version of this policy document.

**\*R = Required \*O = Optional**