



**CJIS-CT USER ACCESS AND AUTHORIZATION REQUEST FORM**

55 Farmington Avenue, Hartford, CT 06105 CJIS Help

Desk: (860) 622-2000 - [CJIS.HelpDesk@ct.gov](mailto:CJIS.HelpDesk@ct.gov)

<b>TYPE of ACCESS Requested:</b>	<b>NEW</b>	<b>MODIFY</b>	<b>TERMINATE</b>
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**If Modify or Terminate (Provide CJIS-CT User ID)**  
 If you are modifying a previous access/claims request in section 2 and 3, select all access/claims that apply, not just new requests. Un-selected access/claims will be removed from user's account, i.e. CISS Search, MVP, CR-39, JOCE. Terminate - For Termination of access, please fill in Section 1, 4 and 5.

**Section 1 – CJIS-CT User Identification – *Please refer to the CJIS-CT User Access and Authorization Instructions***

<b>User's Name (First and Last Name)</b>	<b>User's Signature (REQUIRED)</b>
<b>Email Address</b>	<b>Employer (Agency) or Police Department Name</b>
<b>Office Phone Number</b>	<b>Position/Job Title (Dispatcher, Officer, Records, etc.)</b>
<b>Office FAX Number</b>	<b>Department Address (Street, City, Zip)</b>
<b>CJIS-CT CISS Identity Provider User Account Name</b> For Admin Use Only	<b>Division/Unit (Troop, Street Crimes, PERU, etc.)</b>
	<b>COLLECT User ID (REQUIRED for COLLECT Claims)</b>
<b>MFA <u>Primary</u> Phone Number</b>  Please indicate: ___Work ___Mobile ___Home	<b>MFA <u>Secondary</u> Phone Number</b>  Please indicate: ___Work ___Mobile ___Home

**Notes (CJIS-CT administrative use only):**

**Section 2 – CISS Account User Access and Authorization**

\_\_\_ CISS Search Access: Select Appropriate Global Federated Identity and Privilege Management (GFIPM) Claims, applicable Administrative Responsibility and/or Internet Access Authorization. If modifying a current CISS user, a change to Claims will change access to data, refer to the CUAR instructions for selecting and approving GFIPM Claims.

<b>GFIPM Claims (REQUIRED for CISS Access)</b> ___ Public Data ___ Government Data ___ Criminal Justice Data ___ Criminal History Data ___ Criminal Investigative Data ___ Criminal Intelligence Data ___ Sworn Law Enforcement Officer ___ Youthful Offender Data ___ Criminal Justice Data Edit (Stewards) ___ COLLECT Certification Indicator ___ Wanted file Data ___ Weapons Data	<b>*Authorization for CISS Search access from the public internet</b>  ___ Internet access approved (TAC)  I acknowledge that CISS must only be accessed on the public internet using devices managed by agency Mobile Device Management (TAC and User Initial below)  ___ (TAC) ___ (User)	<b>CISS Administrative Responsibility: (All Current or New Admin Roles)</b>  ___ Local Agency Security Officer (LASO)  ___ Community Agency Administrator (CAA)  ___ Terminal Agency Coordinator (TAC)  ___ Agency Approver Designee
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\*At present the access is optimized for accessing on Edge Browser and recommended for Desktops and Laptops. Not recommended for Mobile devices including cell phones and tablets. CJIS-CT would be working to make the CISS search compatible with cell phones, tablets, and other handheld devices in 2025-26.

**Section 3 – MVP, JOCE and CR-39 Access**

<b>Message Viewer Portal (MVP)</b> Access: ___	<b>Judicial Online Communication Exchange (JOCE) Access</b> ___ <b>CR-39 Access</b> ___	<b>Agency (Select your agency)</b> DMV   DOC   BOPP   JUD   DCJ   LEA ___ ___ ___ ___ ___ ___
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**Section 4 – TAC Officer Approval (Required) - Please refer to the CJIS-CT User Access and Authorization Instructions**

<b>TAC Officer's Name</b> (First and Last Name)	<b>TAC Officer's Signature</b> (REQUIRED)
<b>Phone Number</b>	<b>FAX Number</b>
<b>TAC Officer's EMAIL</b>	<b>Date</b>

**Section 5 – Agency Approver/Designee Approval (Required) - Please refer to the CJIS-CT User Access and Authorization Instructions**

<b>Agency Approver/Designee's Name</b> (First and Last Name)	<b>Agency Approver/Designee's Signature</b> (REQUIRED)
<b>Phone Number</b>	<b>FAX Number</b>
<b>Agency Approver/Designee's EMAIL</b>	<b>Date</b>



## CJIS-CT Confidentiality Acknowledgement

User Information			
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Position/Job Title</i>
<i>Agency or Organization Name</i>		<i>Agency or Organization Address</i>	
Guidelines			

### ***CJIS-CT Confidentiality Acknowledgement of Data Related to the State’s Criminal Justice Information Systems***

Review all sections referenced below and direct any questions to your supervisor.

**Connecticut General Statutes** are available on the Internet at:

<http://www.cga.ct.gov/current/pub/titles.htm>

- 53a-250 to 53a-261. Computer-related offenses
- 53-451 to 53-453. Computer crimes
- 52-570b. Action for computer-related offenses
- 54-142g to 54-142s. Security and privacy of criminal records
- 14-10. Privacy of personal information from motor vehicle records.

**CJIS-CT Security Policy** is available on the CJIS Website at:

[http://www.ct.gov/cjis/lib/cjis/publications/CT\\_CJIS\\_Security\\_Policy\\_Final.pdf](http://www.ct.gov/cjis/lib/cjis/publications/CT_CJIS_Security_Policy_Final.pdf)

**Federal CJIS Security Policy** is available on the Internet at:

<http://www.fbi.gov/about-us/cjis/cjis-security-policy-resource-center/>

## User Agreement\*

I am familiar with the substance and intent of the guidelines referenced above, and any other guidelines that I was provided with before completing this agreement.

I agree to abide by all related policies and procedures, to use the computer systems and disclose information only as authorized by the program manager in connection with the performance of my duties as an employee. For purposes of this policy, "employee" includes all persons employed by the agency or organization where there is remuneration for such employment. Additionally, individuals who are considered to be volunteers or interns providing services are employees under this policy.

I agree to report any arrests, court proceedings, or other personal events to my supervisor that may change my suitability to use the computer systems.

I understand that in fulfilling my assigned responsibilities, I may be granted access to certain information systems in connection with my work with CJIS-CT information.

I agree to access and use the data only for the performance of my official duties and not for personal reasons or curiosity.

I acknowledge the need for maintaining the strictest confidentiality of the data with which I will be working in connection with CJIS-CT information.

I will maintain secure custody of any printed or electronic material that contains confidential CJIS-CT information.

I will maintain secure custody of any physical data that may be in my possession as it relates to my assigned responsibilities.

I understand that I remain subject to these confidentiality provisions with regard to any confidential information to which I am given access in connection with my work on CJIS-CT information, even following my departure from the program or termination of my employment with my current employer.

I agree to immediately report to my supervisor any breach of this agreement, accidental or otherwise, or any loss of confidential information.

**I agree to ensure my device on which I am accessing CJIS-CT information shall prevent further access to the system by initiating a session lock after a maximum of 30 minutes of inactivity, and the session lock remains in effect until I reestablish access using appropriate identification and authentication procedures. I also agree to directly initiate a session lock mechanism to prevent inadvertent viewing when my device is unattended. Devices located within a physically secure location (police car or police building) are exempt from this requirement. Note: an example of a session lock is a screen saver with password.**

I understand that if I do not secure, or if I misuse, the CJIS-CT information under my control, I may be subject to any applicable civil and/or criminal sanctions, and to administrative sanctions of my employer.

\* You must acknowledge each of the above statements, sign and date this form to be granted access

\_\_\_\_\_  
*Signature (REQUIRED)*

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*Date signed*