

Instructions to Complete the CJIS Security Compliance Certification (CJIS-3) Form

The CJIS-3 is used as a mechanism for municipalities, State and Federal agencies to certify their compliance with the *CJIS Security Requirements & Recommendations* as adopted by the State of Connecticut CJIS Governing Board.

PLEASE PRINT ALL INFORMATION CLEARLY AND CAREFULLY

1. For the **Location** section:

- The manager/supervisor should complete the location area with special attention as follows:
 - For the "Agency Name,"
 - State or Federal agencies should provide their official name of record (*i.e.* **Department of Correction; Connecticut Office of the Federal Bureau of Identification**);
 - local law enforcement should provide the complete tax town name (*i.e.* **City of Hartford; Town of Enfield**).
 - For the "Agency Address/Location", provide the exact location concerning this assessment (*i.e.* **Police Station; Osborn Prison Booking Area #3; Meriden Court House Bailiff**) and associated address.
 - If known, the "**Agency Location Router IP Address**" and "**Internal IP Scheme/SubNet Mask**" information should be provided.

2. For the **Certification** sections:

- A separate form should be completed and submitted for every location within an agency that has a separate networked LAN that requires access to CJIS applications.
- The Certification sections should be completed by the Agency's Information Technology Manager/Supervisor responsible for the administration of the network for that location. This individual should have knowledge of the subnet or LAN and all devices attached to it. If needed, the individual should call upon the Agency's technician(s) for assistance.
- The manager/supervisor should certify each "**YES NO** " question by examining present compliance as outlined in the *CJIS Security Requirements & Recommendations* and referred to in each certification section.

Connecticut Justice Information Systems Support Group

101 East River Drive, East Hartford CT 06108-3274

Telephone 860.622.2000 Fax 860.610.0749

- **Special Note 1:** State agencies directly connected to DoIT and that have NO separate outside connection to the internet, may answer "YES " to the first question under **Certification 1, Section 1.1** and ignore the other sectional questions.
- **Special Note 2:** Any "NO " response in Sections 1-4 must be documented with a submitted **CJIS Security Compliance Assessment (CJIS-2) Form**. Exceptions cannot be granted unless full documentation is provided.

3. For the **Signature** section:

- Upon completion of the **Compliance** sections, the manager/supervisor should complete the agency signature area with special attention as follows:
 - The manager/supervisor should date the "**Certification Date**" entry and sign the "**Certifying Individual**" entries.
 - The agency head should sign the "**Agency Head**" entries.
 - **Special Note:** Compliance is not considered certified nor permission to access CJIS applications from a non-COLLECT device is not allowed until all signatures have been provided.
- The DoIT CJIS Support Group will sign the "**Approving Individual**" entry.
- The completed form should be submitted to the DoIT CJIS Support Group as follows:
 - by MAIL
 - CJIS Support Group
 - Department of Information Technology
 - 101 East River Drive
 - East Hartford, CT 06108-3274
 - by FAX
 - (860)610-0749
 - by eMail
 - DoIT.CJIS.Support@ct.gov

4. Should you have additional questions or need further clarification, please contact the CJIS Support Group at (860)622-2000.