

**DEPARTMENT OF PUBLIC SAFETY
DIVISION OF STATEWIDE SERVICES
PERSONNEL SECURITY CLEARANCE FORM AND USER AGREEMENT** rev 5/2023

REQUESTING AGENCY SECTION:

Requesting Agency: _____

Is this a contractor or non-criminal justice employee? ☐ Yes ☐ No

If yes, Name of employer: _____

Terminal Agency Coordinator (TAC): _____

If the agency does not have a TAC, list the agency supervisor's name, phone number, and email address:

Name of Person for whom access is requested: _____

Type of Access (check all that are necessary to complete job requirements):

Indirect Access Only – ability to have unescorted access around unencrypted criminal justice information.

Security Awareness Training Level needed (check one): ☐ 2 - (non-IT staff) ☐ 4 - (IT staff)

Agency/Location: _____

Building Access: For DPS Only (Contractors, DPS / DOT staff, or other authorized staff need key card access to):

Check all that
apply:

ANC- ABI Building	ANC- HQ Building
☐ Exterior Doors	☐ Exterior Doors
☐ Technical Crimes Unit (TCU)	☐ SWS IT (Statewide Services IT)
☐ SWS IT (Statewide Services IT)	☐ DOT Maintenance
	☐ AKCIC
	☐ DOA - OIT
	☐ DOT - AVI
	☐ Room 030 (microfiche/livescan/network room)

Direct Access - ability to physically log in and use the following databases:

☐ **Alaska Public Safety Information Network (APSIN).** Attach Mainframe Request form (except DOC, however mark which level will be needed for your staff). Please mark the appropriate access type (do not leave blank):

☐ Full Access ☐ Less than Full Access ☐ Basic (Query Only-APSIN)
☐ Full Access Probation ☐ Mobile Data Terminal

☐ Alaska Records Management Systems (ARMS)
☐ Felony Sex Offense Database
☐ Livescan fingerprinting machine
☐ Report Manager – List which folders/reports: _____
☐ Traffic and Criminal Software (TraCs)
☐ DPS Virtual Private Network (VPN)
☐ Other (please describe): _____

I certify that the above information is accurate, and the requested access is necessary for the applicant to complete their assigned duties. I will review this person's access annually, ensure appropriate training and certification is completed, and will notify the CJIS Programs Unit when the above requested access is no longer required and/or authorized for this person.

TAC/Agency Supervisor's Signature: _____ Date: _____

Please send completed forms to:

Mail: Department of Public Safety, CJIS Programs Unit, 5700 E Tudor Road, Anchorage, AK 99507

Fax: 907-338-1051 or Email: dpsapsinsecurity@alaska.gov

Please note: Security Clearance process cannot begin until all completed documents with the fingerprint card are received.

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APPLICANT SECTION:

Name: _____
(Last) (First) (Middle) (Suffix)

Date of Birth: ____ \ ____ \ ____ Sex: ____ Driver's License Number: ____ State: ____
(MM) (DD) (YYYY) (M / F)

Job Title: _____ Agency _____ City _____

Email (required and do **not** use groups emails): _____

One Legible Fingerprint Card** Included: ☐ Yes ☐ No (Application cannot be processed) ☐ Already on file***

****Client number on card should be 4003 for Direct APSIN/ARMS Access; 4156 for Building or Non-Direct System Access**

*****Fingerprint cards already on file with DPS for current CJIS clearance; this request is for additional system access**

ACCESS AGREEMENT

I understand that by executing this request, I am agreeing that an investigation into my criminal background, including a search of the Alaska Public Safety Information Network (APSIN), the national criminal history repository, other state criminal history repositories, and the National Crime Information Center (NCIC) will be conducted. I understand that I will be required to submit my fingerprints in connection with this request, and that the results of the investigation will be released to the Department of Public Safety (DPS) Criminal Justice Information Services (CJIS) Programs Unit and the person requesting this clearance on my behalf for use in determining approval, denial, or appeal of the security clearance.

I hereby certify that I am familiar with the contents of (1) the Federal Bureau of Investigation (FBI) CJIS Security Policy; (2) Alaska Statute 12.62; (3) Alaska Administrative Code (AAC) 13 AAC 68.300-345; and the (4) CJIS Systems Agency (CSA) Security Policy and agree to be bound by their provisions. The Department of Public Safety is the CSA for Alaska. I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which the agency has been authorized. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of direct or indirect access for a purpose other than that directly authorized, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating, or re-disseminating the information received for another purpose other than what is authorized also constitutes misuse. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes. In addition to any criminal, civil, or employee disciplinary actions that may result from such misuse, if I am found to have violated this agreement, DPS will revoke my security clearance. DPS may consider reinstatement of the clearance upon receipt of the completed Reinstatement Request form and completion of remedial training. DPS reserves the right to permanently revoke my security clearance.

I understand that unauthorized disclosure of information about the methodology, operation, or internal structure of APSIN or the computer networks that interface with APSIN may threaten the security of these systems. I will not disclose information about the security measures, access and/or operating procedures, equipment, or programs without specific authorization from the DPS CJIS Systems Officer (CSO). I understand that biennial Security Awareness training will have to be completed to maintain a clearance, and that initial training must be completed within six (6) weeks of receiving this security clearance. Security Awareness training is incorporated into the certification exam for direct access users which also requires biennial training/certification and must be completed within six (6) weeks of receiving access codes.

Direct Access Accounts Only: If issued a User ID and password, I will not share the password with anyone. I understand that DPS will maintain a record of all direct access account activity for three years; that this record may be used to audit my use of the system(s) at any time; and that this record may be released to my employer for an administrative investigation and/or to a law enforcement agency for a criminal investigation.

I have read, understand, and agree to abide by the terms of this agreement for physical or logical access to the aforementioned criminal justice systems or for access to buildings or computer networks processing CJI from these systems.

Applicant Signature: _____

Date: _____