



Criminal Justice Information Services (CJIS) COMPLIANCE



Account Management Request Form

Per the Federal Bureau of Investigations, CJIS Security Policy Section 5.12.1 and the FDLE Criminal Justice User Agreement Section III, agencies are required to properly validate individuals prior to granting unescorted access to unencrypted Criminal Justice Information (CJI) or to physically secure areas where CJI is handled, processed, or stored. This form is used to manage requests for physical or logical unescorted access. Please complete the sections below and email the request to CR-TrainingRequests@ocfl.net.

ACTION REQUESTED

(New Account, Reestablish Account, Delete Account)

CONTACT INFORMATION

Employer/Vendor

Referred By Information

First Name

Middle

Last

Date of Birth *(Required for IT Vendor/Contractor)*

Last Four of SSN *(Required for IT Vendor/Contractor)*

XXX – XX –

Email *(Required for the Security Awareness Training Account)*

Address

City:

State

Zip Code

Phone

Submitted by Name

Date

Submitted by Email

Orange County Corrections Department

PO Box 4970

Orlando, Florida 32802-4970