

# CARS FINDS Security Authorization Request Form

Employing Agency: \_\_\_\_\_ Agy No. \_\_\_\_\_

Action:                     Add             Change             Delete

TSO Logonid: \_\_\_\_\_ Update Online Rpts:  All User Stored Reports \*  
 Individual Stored Rpts Only

User Name: \_\_\_\_\_

\* DOA suggests limiting full access for this item to two staff members at your agency.

CARS Access Agencies:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

Access 1099 Reporting:             Yes             No

FINDS access is granted at the request of the agency Security Officer. Access is provided for the sole purpose of performing business related downloads in accordance with the employee's job responsibilities. Misuse of this access is a Group II offense under Standards of Conduct and Performance falling under the category of "unauthorized use or misuse of State property or records."  
 All downloaded data is confidential and by signing below the employee agrees to maintain such data as confidential before and after employment and to store such data in accordance with VITA/NG sensitive data standards.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Agency CARS Security Officer: \_\_\_\_\_ Date: \_\_\_\_\_

(CSO)

Signature: \_\_\_\_\_

CSO E-mail Address: \_\_\_\_\_

DOA CARS Security Officer: \_\_\_\_\_ Date: \_\_\_\_\_

(System Owner Proxy)

Signature: \_\_\_\_\_

DOA DBA Security Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Fax to: (804) 225-4250

Form # FINDS-GA 03/2011