

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: _____

DOA CARS Security Officer: _____ Date: _____

(System Owner Proxy)
Signature: _____

DOA DBA Security Officer: _____ Date: _____

Signature: _____