** LOGON ACTIVATION/DELETION REQUEST FORM **

This form can be filled in electronically. Place your cursor in the gray fields to enter.

TO: UTAH BUREAU OF CRIMINAL IDENTIFICATION – 3888 W 5400 S – SALT LAKE CITY – UTAH - 84118
PHONE: 801-965-4446 - - - FAX 801-965-4749

Agency Name		**Requesting Agency ORI**	
Date of Request		**Requestor's Name**	
Requestor's Phone Number		**Requestor's e-mail**	

NOTE: The TAC must create the logon using the ADD transaction prior to requesting activation of a logon.

This form must be filled out completely and a preliminary background check done on each operator *prior* to sending this request.

USER NUMBER 1 **All information must be filled out for each user**	**USER NUMBER 2** **All information must be filled out for each user**
User Name #1	**User Name #2**
AKAs	**AKAs**
Logon ID	**Logon ID**
New User ☐ Delete User ☐ Change In Access ☐	New User ☐ Delete User ☐ Change In Access ☐
What files were checked in the preliminary background check? ☐ UCCH ☐ SWW ☐ NCICQW ☐ III ☐ None	What files were checked in the preliminary background check? ☐ UCCH ☐ SWW ☐ NCICQW ☐ III ☐ None
Is operator POST certified? ☐ Yes ☐ No	Is operator POST certified? ☐ Yes ☐ No
Does operator have a Utah CCW permit? ☐ Yes ☐ No Number? Expiration Date?	Does operator have a Utah CCW permit? ☐ Yes ☐ No Number? Expiration Date?
Prints being sent to BCI? ☐ Yes ☐ No	Prints being sent to BCI? ☐ Yes ☐ No
Criminal Record? ☐ Yes ☐ No ☐ Unknown	Criminal Record? ☐ Yes ☐ No ☐ Unknown
Has operator had a logon at another agency? ☐ Yes ☐ No If "yes," which agency?	Has operator had a logon at another agency? ☐ Yes ☐ No If "yes," which agency?

UCJIS Access Requested *For each operator choose option 1, 2, or 3*

☐ Option 1. Default Agency Access

Operator is granted access to all files that agency accesses

☐ Option 2. Access Type Defaults

Operator is granted the indicated types of access

See Page 38 of the TAC Responsibilities Section

NCIC:	1F ☐	1I ☐	1ORS ☐	NONE ☐	
III:	2F ☐	NONE ☐			
NLETS:	MF ☐	MLIM ☐	MRD ☐	NONE ☐	
LOCAL:	LF ☐	LLIM ☐	LJCT ☐	LDCT ☐	
	LRD ☐	LRD2 ☐	LC01 ☐	LC02 ☐	NOCHRI ☐
TAC:	TAC ☐	RSPW ☐	NONE ☐		

☐ Option 3. Special Instructions

Addition ☐ **Deletion** ☐ **of transactions**

DLD only ☐ MVD only ☐ MVD/DLD only ☐
No NCIC ☐ No ENTRY ☐ NCIC ENTRY ☐
SWW only ☐ w/ ENTRY ☐ w/o ENTRY ☐
Crime Lab only ☐ UCCH only ☐ No UCCH ☐
No NLETS ☐ No III ☐ OTHER (add/remove) ☐

Explain Other _____

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See Page 38 of the TAC Responsibilities Section

NCIC:	1F ☐	1I ☐	1ORS ☐	NONE ☐	
III:	2F ☐	NONE ☐			
NLETS:	MF ☐	MLIM ☐	MRD ☐	NONE ☐	
LOCAL:	LF ☐	LLIM ☐	LJCT ☐	LDCT ☐	
	LRD ☐	LRD2 ☐	LC01 ☐	LC02 ☐	NOCHRI ☐
TAC:	TAC ☐	RSPW ☐	NONE ☐		

☐ Option 3. Special Instructions

Addition ☐ **Deletion** ☐ **of transactions**

DLD only ☐ MVD only ☐ MVD/DLD only ☐
No NCIC ☐ No ENTRY ☐ NCIC ENTRY ☐
SWW only ☐ w/ ENTRY ☐ w/o ENTRY ☐
Crime Lab only ☐ UCCH only ☐ No UCCH ☐
No NLETS ☐ No III ☐ OTHER (add/remove) ☐

Explain Other _____

TWX will notify the TAC by e-mail after the logon is created. TACs without a working e-mail address will not be notified. The TAC must then reset the user's password in the UCJIS system.

** Failure to *fully* complete the form will cause a delay in granting or removing operator access. **

REVISED June 2010

Instructions:

All operators accessing the UCJIS files are required to have a background check prior to a logon being created for them. The TAC must check Utah Criminal History (UCCH), Nationwide Criminal History (III), Utah Statewide Warrants (SWW) and Nationwide Warrants (QW). Please indicate if you do not have access to any of these files, and BCI will check them for you.

The TAC must create the logon (using the ADD transaction) prior to sending the request for logon activation. Instructions on how to create a logon can be found in the TAC Responsibilities section under TAC Functions.

Please complete the form as follows:

- Agency Name – Name of agency
- Requesting Agency ORI – Please list the agency ORI
- Date of Request – Date that request is made
- Requestor's Name – Name of the TAC requesting the logon addition/modification
- Requestor's Phone Number – TAC's direct phone number. Please do not use a switchboard or generic number
- E-mail – The e-mail address of the requestor.
- User Name, AKAs, Logon ID – <u>all</u> fields are mandatory for <u>all</u> requests
- User Type – Indicate if this is a new user, a user that is being deleted, modification to existing access, or EDC Access Only.
- Has the background check been completed? – Please indicate what files the TAC checked
- Is the operator POST certified, or does the operator have a valid Utah Concealed Weapon Permit?
- Are the fingerprints being sent to BCI? – Fingerprints must be sent to BCI for each operator receiving access to the system unless they are POST certified or have a CCW permit and no record was found during the preliminary background check.
- Record – Was a record found on the operator during the preliminary check?
- Has the operator had UCJIS access at another agency? If "yes," which agency or agencies?
- UCJIS Access Requested – What access the operator is to have.
    - Access can be requested three different ways: Agency Default, Access Type Default, or Special Instructions ***(only to be used for minimal access or as a supplement to the other options)***.
        - Agency Default – These are set up by BCI. If the TAC doesn't know their defaults they can contact BCI.
        - Access Type Default – Access can be granted according to the chosen default group in each file (NCIC, III, NLETS, LOCAL, TAC).
            - Each of these default groups are explained in the TAC Responsibilities Section of the *BCI Operations Manual*.

NOTE: An operator cannot have more access than what is granted to the agency. Operators can access only those files that the TAC has been trained and tested on. Also, per federal regulations, certain types of agencies are not allowed access to all of the files.