

REJIS Network Operator Identification Form
Law Enforcement Traffic System (LETS)

Confidential

***Only shaded fields need to be completed for modification or deletion**

Form Function

- Initial Access
- Modification
- Delete

Agency _____ **ORI** _____

Name _____
(Last) (First) (Middle)

UserID _____ (enter the first 3 characters of last name, followed by initial of first name, then initial of middle name)

Date of Birth ____/____/____ Work Phone Number ____-____-____

Work E-mail Address _____

Personal Security Questions:

Security questions are used to identify a REJIS user when he or she requests a password reset. You will receive an email notifying you of your REJIS userid once it has been set up. Attached to the email will be a REJIS Security Form. Please print the form, fill in your information, and answer five of the questions. Then, fax the form back to the REJIS Help Desk so that we will be able to verify you for future password resets. Thank you.

Acknowledgement of Access and Privacy Regulations

I acknowledge that I have access to confidential criminal justice and other government agency data.

I understand that in all cases I may not retrieve for personal use or disseminate ANY information obtained through the REJIS system unless authorized by policy/statute and my employment. I also understand that any unauthorized entry, modification, deletion, retrieval or dissemination of such information may result in civil or criminal action, termination of employment or cause a loss of access privileges for me and/or my employer.

I certify that I will abide by the rules and regulations of REJIS and the systems to which I have access.

Signature

Date

Print Name

Position or Title

Access Authorized By: Supervisor Signature _____ Date _____

Printed Name _____

Work E-mail Address _____

Name of Contact to be notified after form has been processed if other than the operator. Must include a phone number or email address: _____

***** **FOR REJIS USE ONLY:** *****

Top Secret/RSS Updated On: _____ By: _____ APD Updated on: _____ By: _____

*All sections of this form must be completed and returned to the REJIS Helpdesk.
REJIS Help Desk Fax Number: 314-531-6634 or email: rejishelpdesk@rejis.org*