

**DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF STATEWIDE SERVICES  
PERSONNEL SECURITY CLEARANCE FORM AND USER AGREEMENT rev 04/26**

**REQUESTING AGENCY SECTION:**

**Requesting Agency:** \_\_\_\_\_

Is this a contractor or non-criminal justice employee?  Yes  No

If yes, Name of employer: \_\_\_\_\_

**Terminal Agency Coordinator (TAC):** \_\_\_\_\_

If the agency does not have a TAC, list the agency supervisor's name, phone number, and email address:

\_\_\_\_\_

**Name of Person** for whom access is requested: \_\_\_\_\_

Type of Access (check all that are necessary to complete job requirements):

**Indirect Access Only** – ability to have unescorted access around unencrypted criminal justice information.

**Security Awareness Training** (e.g., Security and Privacy):  (non-IT staff)  (IT staff)

Agency/Location: \_\_\_\_\_

**Building Access:** For DPS Only (Contractors, DPS / DOT staff, or other authorized staff need key card access to):

ANC- ABI Building		ANC- HQ Building		ANC- APSCS	
<input type="checkbox"/>	Exterior Doors	<input type="checkbox"/>	Exterior Doors	<input type="checkbox"/>	Exterior Doors
<input type="checkbox"/>	Technical Crimes Unit (TCU) Labs	<input type="checkbox"/>	IT	<input type="checkbox"/>	Interior Doors
<input type="checkbox"/>	IT	<input type="checkbox"/>	DOT Maintenance	<input type="checkbox"/>	OIT Operations
<input type="checkbox"/>	Technical Crimes Unit (TCU) NE Ext	<input type="checkbox"/>	AKCIC	<input type="checkbox"/>	ALMR
				<input type="checkbox"/>	BSIT-RM 121

**Direct Access** - ability to physically log in and use the following databases:

**Alaska Public Safety Information Network (APSIN).** Attach Mainframe Request form (except DOC, however, mark which level will be needed for your staff). Please mark the appropriate access type (do not leave blank):

Full Access     
  Less than Full Access     
  Basic (Query Only-APSIN)  
 Full Access Probation     
  Mobile Data Terminal

- Alaska Records Management Systems (ARMS)
- Felony Sex Offense Database
- Livescan fingerprinting machine
- Report Manager – List which folders/reports: \_\_\_\_\_
- Traffic and Criminal Software (TraCs)
- DPS Virtual Private Network (VPN)
- Other (please describe): \_\_\_\_\_

I certify that the above information is accurate, and the requested access is necessary for the applicant to complete their assigned duties. I will review this person's access annually, ensure appropriate training and certification is completed, and will notify the CJIS Programs Unit when the above requested access is no longer required and/or authorized for this person.

TAC/Agency Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed forms to:**

Mail: Department of Public Safety, CJIS Programs Unit, 5700 E Tudor Road, Anchorage, AK 99507  
 Fax: 907-338-1051 or Email: [dpsapsinsecurity@alaska.gov](mailto:dpsapsinsecurity@alaska.gov)

**Please note:** Security Clearance process cannot begin until all completed documents with the fingerprint card are received.

**DEPARTMENT OF PUBLIC SAFETY  
DIVISION OF STATEWIDE SERVICES  
PERSONNEL SECURITY CLEARANCE FORM AND USER AGREEMENT rev 04/26**

---

**APPLICANT SECTION:**

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Suffix)

Date of Birth: \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_ Sex: \_\_\_\_ Driver's License Number: \_\_\_\_ State: \_\_\_\_  
(MM) (DD) (YYYY) (M / F)

Job Title: \_\_\_\_\_ Agency \_\_\_\_\_ City \_\_\_\_\_

Email (required and do **not** use groups emails): \_\_\_\_\_

One Legible Fingerprint Card\*\* Included:  Yes

*\*\*Client number on card should be 4003 for Direct APSIN/ARMS Access.*

**ACCESS AGREEMENT**

I understand that by executing this request, I am agreeing that an investigation into my criminal background, including a search of the Alaska Public Safety Information Network (APSIN), the national criminal history repository, other state criminal history repositories, and the National Crime Information Center (NCIC) will be conducted. I understand that I will be required to submit my fingerprints in connection with this request, and that the results of the investigation will be released to the Department of Public Safety (DPS) Criminal Justice Information Services (CJIS) Programs Unit and the person requesting this clearance on my behalf for use in determining approval, denial, or appeal of the security clearance.

I hereby certify that I am familiar with the contents of (1) the Federal Bureau of Investigation (FBI) CJIS Security Policy; (2) Alaska Statute 12.62; (3) Alaska Administrative Code (AAC) 13 AAC 68.300-345; and the (4) CJIS Systems Agency (CSA) Security Policy and agree to be bound by their provisions. The Department of Public Safety is the CSA for Alaska. I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which the agency has been authorized. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of direct or indirect access for a purpose other than that directly authorized, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating, or re-disseminating the information received for another purpose other than what is authorized also constitutes misuse. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes. In addition to any criminal, civil, or employee disciplinary actions that may result from such misuse, if I am found to have violated this agreement, DPS will revoke my security clearance. DPS may consider reinstatement of the clearance upon receipt of the completed Reinstatement Request form and completion of remedial training. DPS reserves the right to permanently revoke my security clearance.

I understand that unauthorized disclosure of information about the methodology, operation, or internal structure of APSIN or the computer networks that interface with APSIN may threaten the security of these systems. I will not disclose information about the security measures, access and/or operating procedures, equipment, or programs without specific authorization from the DPS CJIS Systems Officer (CSO). I understand that annual Security Awareness training will have to be completed to maintain a clearance, and that initial training must be completed prior to receiving this security clearance. An annual Security Awareness Training, plus a biennial APSIN exam for all direct access users requires certification and must be completed prior to receiving or maintaining access to CJI systems.

**Direct Access Accounts Only:** If issued a User ID and password, I will not share the password with anyone. I understand that DPS will maintain a record of all direct access account activity for three years; that this record may be used to audit my use of the system(s) at any time; and that this record may be released to my employer for an administrative investigation and/or to a law enforcement agency for a criminal investigation.

I have read, understand, and agree to abide by the terms of this agreement for physical or logical access to the aforementioned criminal justice systems or for access to buildings or computer networks processing CJI from these systems.

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

Date: \_\_\_\_\_

# Privacy Act Statement

*This privacy act statement is located on the back of the [FD-258 fingerprint card](#).*

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

## **Applicant Notification of Procedures for Obtaining an Amendment to an FBI Record**

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.

Applicant Initial: \_\_\_\_\_

Date: \_\_\_\_\_