



# CJIS COMPLIANCE Account Management Request Form



Per Federal Bureau of Investigations, CJIS Security Policy Section 5.12.1 and the FDLE Criminal Justice User Agreement Section III, agencies are required to properly vet individuals prior to granting unescorted access to unencrypted CJJ or to physically secure areas where CJJ is handled, processed, or stored. This form is used to manage requests for physical or logical unescorted access. Please complete the sections below and email the request to [CR-TrainingRequests@ocfl.net](mailto:CR-TrainingRequests@ocfl.net)

### ACTION REQUESTED

*(New Account, Reestablish Account, Delete Account)*

### CONTACT INFORMATION

Employer/Vendor

Referred By Information

First Name

Middle

Last

Date of Birth *(Required for IT Vendor/Contractor)*

Last Four of SSN *(Required for IT Vendor/Contractor)*

XXX – XX –

Email

Address

City:

State

Zip Code

Phone

Submitted by Name

Date

Submitted by Email

**Orange County Corrections Department**

PO Box 4970

Orlando, Florida 32802-4970