

PRIVACY ACT STATEMENT: The information is solicited under authority of Title 38, United States Code and Executive Order 9397 and is necessary to accomplish the action requested by the requester, including establishing, modifying or deleting a Customer Account. Furnishing the information on this form is voluntary; however, if the information is not furnished, we will be unable to take further action on your request.

NOTE: Information from this form is used to establish VA Accounts or to grant access to VA resources.

ARE YOU CURRENT ON YOUR SIGNED RULES OF BEHAVIOR; CYBER SECURITY AND PRIVACY TRAINING? <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE OF ACCESS <input type="checkbox"/> ZOS (Mainframe) <input type="checkbox"/> WINDOWS <input type="checkbox"/> EMAIL <input type="checkbox"/> UNIX <input type="checkbox"/> DATABASE <input type="checkbox"/> LAN ACCOUNT <input type="checkbox"/> USD <input type="checkbox"/> OTHER (Specify)	TYPE OF ACTION REQUESTED <input type="checkbox"/> CREATE NEW CUSTOMER <input type="checkbox"/> MODIFY EXISTING CUSTOMER <input type="checkbox"/> DELETE EXISTING CUSTOMER
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2. CUSTOMER INFORMATION

A. NAME (Last, First, Middle Initial)	B. CUSTOMER ID	C. TELEPHONE NUMBER (Include Area Code)
D. STATION (FACILITY) NUMBER	E. MAIL ROUTING SYMBOL OR STOP CODE	F. JOB TITLE
G. CONTRACTOR, OR IF TEMPORARY ACCESS, SHOW EXPIRATION DATE (Month, day, year)		H. CONTRACTOR OR OTHER GOVERNMENT ORGANIZATION, NAME EMPLOYER
I. CONTRACTOR OR OTHER GOVERNMENT ORGANIZATION, OFFICE ADDRESS (Street, City, State, Zip Code)		J. ACTIVE DIRECTORY (AD) USERNAME
		K. ACTIVE DIRECTORY (AD) DOMAIN
L. E-MAIL ADDRESS		

NOTE: See reverse for instructions.

3. ACCESS REQUESTED

CHECK APPROPRIATE BOX		NAME OF FUNCTIONAL TASK CODES; PROFILES, WEB SERVERS; UNIX ACCOUNTS; DATABASE OR OTHER ACCESS	DEFINE LEVEL OF ACCESS REQUESTED OR CONCURRING SYSTEM MANAGER OF RECORD (SMR) DESIGNEE SIGNATURE AND TITLE (If required)
ADD	DELETE		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

4. SIGNATURES

A. REQUESTING OFFICIAL & TITLE	B. DATE
C. APPROVING OFFICIAL & TITLE	D. DATE
E. SECOND APPROVING OFFICIAL & TITLE (If required)	F. DATE
G. NAME AND TITLE OF FACILITY POINT OF CONTACT OR INFORMATION SECURITY OFFICER	

INSTRUCTIONS FOR COMPLETING THE ACCESS REQUEST FORM

1. Action Requested

ARE YOU CURRENT ON YOUR SIGNED RULES OF BEHAVIOR; CYBER SECURITY AND PRIVACY TRAINING? - If current, check "YES". If "NO" is checked then access form can not be processed.

TYPE OF ACCESS - check appropriate box.

TYPE OF ACTION REQUESTED - check appropriate box.

2. Customer Information

The following are detailed instructions on completing this form. This form must be completed electronically. Block 4, Signature Block, must have the name and title completed electronically, once the form is printed, all signatures must be ink signed.

- a. Name - If VA employee, name must match name in PAID System.
- b. Customer Identification (if for Austin main frame access enter seven (7) character Time Sharing Customer Identification.
- c. Telephone Number
- d. Facility (Station) Number/Suffix
- e. Mail Routing Symbol or Mail Stop Code
- f. Job Title - Use the title from Position Description
- g. Expiration Date - Optional for Contractors and Students
- h. Employer - Required for contractors and anyone other than a VA Employee
- i. Office Address - Required
- j. Active Directory (AD) Username - Required for all employees and contractors
- k. Active Directory (AD) Domain - Required for all employees and contractors
- l. E-mail Address - Required for all employees and contractors

3. Access Requested

Please contact your facility point of contact or Information Security Officer for a list of functional task codes and requirements.

4. Signatures

The person approving the access can not be the person requesting the access.