



Bureau of Criminal Apprehension
 Minnesota Justice Information Services
 1430 Maryland Avenue East St. Paul, Minnesota 55106
 (651) 793-2500 FAX: (651) 793-2501



Criminal History Record Maintenance System User Registration Request

* indicates a required field

Find instructions for completing this form on the following page

User Identification Information (Complete the fields in this section for all registrants)		
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*Last Name	*First Name	*Middle Name
*Enter Agency ORI: (Nine digit NCIC Assigned Agency Number)		
*Enter Agency Name: (Literal Description of the agency ORI Number)		
*Enter Telephone number: (User's telephone number and extension, if any)		
*Enter email address: (User's email address)		
* Select Role(s) Assigned: <input type="checkbox"/> Agency System Administrator <input type="checkbox"/> View/Modify User <input type="checkbox"/> View Only <input type="checkbox"/> LME Administrator <input type="checkbox"/> LME User		

User Activation Information (Leave the fields in this section blank if registering the System Administrator)	
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* Enter User ID assigned by CHRMS:	* Enter Initial password assigned:
* Enter password start date:	* Enter password expiration date:
* Enter user's certification date:	* Enter account activation date:
Enter account retirement date (Date account permanently closed):	Enter account retirement reason (e.g., no longer employed):

CHRMS Agency System Administrator Information (Complete the fields in this section for all registrants)	
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* Enter Agency System Administrator's name:	* Enter Agency System Administrator's title:
* Enter ten digit telephone number and extension, if any:	* Enter ten digit fax number:
* Enter Agency System Administrator's email:	* Enter today's date:

Only the System Administrator's form should be sent to the BCA

If you have any questions regarding this form, please email bca.servicedesk@state.mn.us or call (651) 793-2500 or 1 (888) 234-1119.

Completing the Criminal History Record Maintenance System User Registration Request form

To register a System Administrator:

To register a designated System Administrator account, complete a *Criminal History Record Maintenance System User Registration Request* form and send or fax it to the BCA.

To register an Agency User:

To register additional agency users, complete a *Criminal History Record Maintenance System User Registration Request* form and retain it with a copy of the user's test results in a file maintained by the designated System Administrator at the agency. The file must be available for review during the agency's Criminal History Audit.

To set up User accounts:

For information on setting up user accounts in your agency, refer to the *Criminal History Record Maintenance System Administrator Manual* located on the CJIS Launch Pad or from the CHRMS support menu.

Note: The Criminal History Record Maintenance System Access Consent Form must be completed when granting access to other agencies.