



Application for Direct Access to ACIC

(Please type or print. A completed application should be returned to the
Arkansas Crime Information Center, One Capitol Mall, Little Rock, Arkansas 72201, fax (501) 682-7406)

1. Agency: _____ ORI No: _____
Mailing Address: _____ Phone: _____
Physical Address: _____ Fax: _____
City: _____ Zip: _____ e-mail: _____
2. What type of access is requested?
Full Access (query/entry capability)
Limited Access (query capability only)
Other (specify): _____
3. Name of Chief Administrative Official: _____
Title: _____
4. Name of contact person for operational matters: _____
Phone: _____
5. This agency or organization is classified as:
Law Enforcement Prosecutor Court Other (Specify): _____
6. Jurisdictional area: _____
7. Number of personnel:
A. Sworn/commissioned personnel _____
B. Civilian personnel _____
C. Dispatchers (commissioned) _____
D. Dispatchers (civilian) _____
8. If approved, the access device will be operated by:
A. Dispatch/telecommunications personnel
B. Secretarial/clerical personnel
C. Other (Explain) _____
9. Dispatchers/telecommunications personnel are:
Permanently assigned
Rotated with other duties
Part time
10. Name, rank or title of person with management control over dispatch/telecommunications operators:
_____ Phone: _____
11. Hours/days of week access device will be operated: _____
12. Will you provide system information assistance to other criminal justice agencies in your area?
Yes No
If no, why not? _____

Important Information

- To comply with NCIC CJIS (Criminal Justice Information System) Policy, ACIC **must** install security (Virtual Private Network or VPN) software on the device used to access ACIC.
- Any agency/organization that is approved **must** install anti-virus software on any computer used to access ACIC/NCIC. The anti-virus software must be updated on a regular basis to maintain a connection and to ensure security of the network.
- All direct access to the ACIC system must comply with the CJIS Security Policy.
- A diagram of the agencies network must be submitted to ACIC.

Billing Information (workstation software limited and full access)

- ❖ One-time data circuit installation fee \$50-\$700*
 - *The fee depends on the area of the state you are in and the phone company involved.*
- ❖ Monthly data circuit lease \$284.00
 - *Circuit fees may be avoided if your agency is able to share a circuit with an existing workstation site.*
- ❖ Software installation fee \$50.00
- ❖ Monthly software maintenance fee \$18.00
- ❖ Monthly computer processing cost is \$0.0472 per transaction

Computer Requirements

(The computer is not provided by ACIC.)

- Operating System:
 - Intel® Pentium® III Processor or equivalent (2 GHz or faster)
 - Microsoft® Windows XP (Professional or Home), Microsoft® Windows Server 2003(Web, Standard, Enterprise, or Data Center Edition), or Windows VISTA. *(Please check with ACIC if you intend to use a different operating system)*
- Browser :
 - Internet Explorer Version 7 or higher
 - Mozilla Firefox 3.0 or higher
- RAM:
 - 2 GB of System RAM or more
- Storage:
 - 80 GB Hard Drive, with 100 MB Available
- Minimum of a 17inch monitor or greater.
- Printer of your choice (a dot matrix printer is recommended for printing returns)
- Current Anti Virus Software
- VPN security software provided by ACIC must be installed on the computer. The computer administrator must be available at the time of installation to install, or allow the installation of the software.

Acknowledgement

I hereby certify that all information on this form is complete and factual to the best of my knowledge and belief. If approved for direct access to ACIC, I agree to abide by ACIC policies and procedures, as detailed in the ACIC System Regulations and the ACIC System Service Agreement, as well as NCIC and NLETS policies.

Signature of Chief Official

Typed or Printed Name

Title

Date