

**Connecticut Criminal Justice Information Systems
CJIS Support Group**

101 East River Drive, East Hartford CT 06108-3274
Telephone 860.622.2000 Fax 860.610.0749

**Instructions to Complete the CJIS User Authorization Request (CUAR) Form
Please Print All Information Clearly and Carefully**

This form is currently used to request access to the Offender Based Tracking System (OBTS); it will be applicable to other CJIS applications in the future.

1. In the section labeled “**CJIS USER IDENTIFICATION**” enter person for whom access is requested.
 - For the “Name of Government Branch”, check the appropriate box.
 - Under “Agency Name” refer to pages 2-4 of the CUAR forms. Municipalities should specify town name for agency.
2. In the section labeled “**TYPE OF REQUEST**”, check the corresponding box that matches your request. For **New Access ONLY**, refer to pages 2-4 under CJIS Roles to request the correct role for your current position. For all other requests, you will need to provide your current User Id.
3. In the section labeled “**TRAINING DATES FOR THE APPLICATION**”, check the box for OBTS or Other CJIS Applications (List the application name). List three training dates in priority order. Identify the Training location (Address, City, and State in the event that training may be provided by another Government branch or Municipality. The training schedule will be made available and posted to the CJIS portal as they become available.
4. In the section labeled “**MANAGER’S APPROVAL**”. This should be completed and signed by your supervisor. The approving manager must be in accordance with the agency organizational structure.
5. In the area labeled “**CJIS AUTHORIZING INDIVIDUALS**”. This section must be completed by one of the CJIS Authorizing individuals identified within the agency / department as listed below. Once this has been signed, the form should be either:

**Faxed to CJIS Support Group at 860-610-0749
Attention Tracy Brown or Steve Wallick**

Or

Emailed to Doit.cjis.support@ct.gov

Or

**Mail to CJIS Support Group
101 East River Drive
East Hartford CT, 06108-3274
Attention Tracy Brown**

Connecticut Criminal Justice Information System



The following is a list of CJIS Roles within Branch and Agency. It includes the name of the authorized CJIS Approver within that Agency. This will assist you when completing the (CUAR) CJIS User Authorization Request form for new user access. If you have any questions, filling out the CUAR, please contact the CJIS support Group at 860-622-2000 or email us Doit.cjis.support@ct.gov.

Branch	Agency	CJIS Role Within OBTS
	CJIS Approver TAC Officer or Supervisor	Local Contact
MUN	(Town Name / Police Department)	Chief, Dispatcher, Password Officer, Police Officer /Detective, Records Clerk, TAC Officer / ASO
	CJIS Approver Celia Siefert	860-721-2123 celia.siefert@jud.ct.gov
JUD	Court Support Services (CSSD)	Administrative Assistant Administrative Assistant - COLLECT Allowed Administrative Clerk Administrative Secretary - all levels Adult Prob. Interstate Compact Coord. Adult Probation Officer - all levels Alcohol Ed Coordinator Bail Commissioner - all levels Clerical Supervisor - all levels Court Support Services Intake Assistant Chief Probation Officer - I and II Data Terminal Operator Deputy Dir Of Prog & staff dev Deputy Director Of Regional Services Deputy Director-CSSD Director Of Administration (CSSD) Family Relations Counselor - all levels Family Services Supervisor IAR Specialist IAR Supervisor Judicial Branch Executive Director Juvenile Detention Staff all levels Juvenile Probation SPRC Only Lead Adult Probation Officer Lead Family Relations Counselor Receptionist Clerk Regional Manager – CSSD Regional Manager - IAR Services Technology and Support Coordinator and staff Volunteer Coordinator
	CJIS Approver Larry D'Orsi	860-563-9435 larry.dorsi@jud.ct.gov
JUD	Superior Court Operations	Administration Administrative Advocates Claims Examiners Clerks DTOs Judges Management Marshals Records Center Statisticians Supervisors
	CJIS Approver Terry Walker	860-282-6404 terry.walker@jud.ct.gov
JUD	Judicial Information Systems	Help Desk CJIS Support Application CJIS Tech Support (Non-App)

Branch	Agency	CJIS Role Within OBTS
	CJIS Approver TAC Officer or Supervisor	Local Contact
LEG	Capital Police	Chief, Dispatcher, Password Officer, Police Officer /Detective, Records Clerk, TAC Officer / ASO
	CJIS Approver Local Agency Supervisor	
FED	FBI Drug & Enforcement Agency U.S. Postal Service U.S. Probation Alcohol, Tobacco & Firearms Veterans Affairs Federal Marshals Government Secret Service States Attorney Homeland Security Virginia Medical Center	Agents Clerks Special Agents Special Agent in Charge (SAC) Inspectors Officers Password Officer
	CJIS Approver TAC Officer or Supervisor	
FED	Groton Sub Base Police Department Mohegan Police Department Mashantucket Police Department Metro North Police Department Amtrak Police Department	Chief Dispatcher Police Officer/Detective Password Officer Records Clerk TAC Officer/ ASO
	CJIS Approver Gregory Everett	(203) 805-6610 greg.everett@po.state.ct.us
EXEC	Board of Pardons and Paroles	Administrators (Parole Supervisors, Chairman, Vice-Chairmen) Clerical Staff Parole Officer
	CJIS Approver Lynn Milling	860-292-3404 lynn.milling@po.state.ct.us
EXEC	Department Of Corrections	Correctional Officers Clerical CTO / Counselors Records Staff Management Staff Population Management Staff Research MIS Assessment Staff Security Staff Community Enforcement Staff
	CJIS Approver Evelyn Godbout	(860) 424-3568 evelyn.godbout@po.state.ct.us
EXEC	Criminal Justice Services (DCJ)	Chief State's Attorney States Attorneys Inspectors Clerical Prosecutor Case Coordinator Clerical Staff
	CJIS Approver Nick Demetriades	(860) 263-5348 njd@ct.gov
EXEC	Department of Motor Vehicles (DMV)	Driver Services Analysts/Assistant Analysts Driver Services Administrative Clerical Staff Driver Services Supervisory Staff IST Division Applications Support Staff Investigations Clerical Staff Assigned to Investigative Services Unit Commercial Vehicle Safety Dispatch and Communications Commercial Vehicle Safety Motor Carrier Enforcement & Court Liaison Commercial Vehicle Safety Public Service Transportation (LE unit/staff) Commercial Vehicle Safety Registration Compliance
	CJIS Approver Richard Rowley	(860) 424-3185 butch.rowley@ct.gov
EXEC	Department Of Environmental Protection (DEP)	Admin Dispatchers Officers
	CJIS Approver Michelle Cruz	(860) 550-6632 michelle.cruz@ct.gov
EXEC	Office Of Victim Advocate (OVA)	Attorney Complaint Officer

Branch	Agency	CJIS Role Within OBTS
	CJIS Approver John Gadea	(860) 713-6065 john.gadea@ct.gov
EXEC	Department Of Consumer Protection (DCP)	Pharmacy Management
	CJIS Approver John Morrisson	(860) 509-6409 j.morrisson@jud.ct.gov
EXEC	Office Of Chief Public Defender (DPDS)	Attorney Clerks Investigators Secretary Social Worker Other Support Staff
	CJIS Approver Joan Hilliard	(860) 685-8020 joan.hilliard@po.state.ct.us
EXEC	Department of Public Safety (DPS)	Clerical Clerical – Weapons Clerical – Weapons Processing Tech Clerical – SPBI Processing Tech Clerical – SPBI Office Assistant Clerical – Troop Management Administrative – COLLECT Administrative – Weapons Administrative – CCH Ranking Officers System Administrator Trooper Dispatcher State Police Admin UCR, NIBRS, Weapons, Sex Offender Registry Licensing functions as required by CGS Fire Marshall Protective Services Officer Police Officer assigned to Public Safety / State Police Task Force Public Safety Troops, Divisions, Units State Police Bureau of Identification Fingerprint ID Unit Fingerprint Supervisor State Police Bureau of Identification Fingerprint ID Unit Fingerprint Technician Message Center Dispatcher
	CJIS Approver Len Smith	(860) 622-2404 len.smith@ct.gov
EXEC	Department Of Information Technology (DOIT)	Help Desk Technical Support CJIS Support Legacy Application Support DoIT Connectivity Check CJIS Trainer CJIS Consultant CJIS Administration
	CJIS Approver Calvin Mellor	(860) 297-5875 cal.mellor@po.state.ct.us
EXEC	Department Revenue Services (DRS)	Special Investigations
	CJIS Approver John Forbes	(860) 418-6200 John.Forbes@ct.gov
EXEC	Office Of Policy and Management (OPM)	Assistant Director Director Planning Specialist Research

6. Should you have additional questions or need further clarification, please contact the CJIS Support Group at 860-622-2000.