



Mary C. Noble
Secretary

Andy Beshear
Governor

KENTUCKY STATE POLICE

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Col. Phillip Burnett, Jr.
Acting Commissioner

SECURITY AWARENESS TRAINING REQUEST

DATE

AGENCY NAME _____ ORI: _____

TELEPHONE: _____ FAX: _____

AGENCY CONTACT : _____
(Point of contact for adding and removing names from agency)

EMAIL ADDR: _____ @ _____

5.2 Policy Area 2: Security Awareness Training
Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to Criminal Justice Information (CJI). (reference CJIS Security Policy)

NOTE: Fingerprints Required Before Submission CONVICTED FELON WILL NOT BE GRANTED ACCESS

NAME (shall include middle initial) Example: Smith, John M	DATE OF BIRTH mm/dd/yyyy	LAST FOUR SOCIAL	EMAIL ADDRESS (REQUIRED IF NO EMAIL THEN YOU WILL NEED ONE PRIOR TO REQUEST)	Prints

SIGNATURE OF AGENCY HEAD or DESIGNEE FOR AGENCY

Return Form To: erin.oliver@ky.gov

****Ensure Signed CJIS Security Addendum for IT personnel with access to NCIC networks is completed****