



INFORMATION Privacy Act - The transacting of business by electronic mean is governed in part by the Federal Privacy Act (5 U.S.C. 552) and the Illinois Electronic Security Act (5 ILCS 175/5). Any person or organization, public or private, submitting an application to the Illinois Law Enforcement Training and Standards Board, shall include in such application, or as an attachment thereto, all information deemed necessary by the agency. Neither the Illinois Law Enforcement Training and Standards Board or any successor department, office, officer, or agency, nor any entity succeeding to possession of information submitted by an applicant except to the same extent and under the same conditions that a federal agency is permitted to disclose information under the provisions of the Federal Privacy Act.

INSTRUCTIONS

- Complete all applicable sections of this application to (1) request access privileges for a new account (s), or (2) modify access privileges to an existing account. Detailed instructions available at: http://www.ptb.state.il.us/edi_info.html.
- Mail the completed and **signed (BOTH LINES)** application to the address listed above to the attention of the IT Manager.
- After your application has been reviewed, the Board will notify the agency applicant via email. This email will contain both the applicant's user logon ID and a default password.

1. USER INFORMATION			
APPLICANT NAME (LAST, FIRST, MI)			
DEPARTMENT NAME		JOB TITLE	
DEPARTMENT MAILING ADDRESS (STREET/PO BOX)		CITY	STATE ZIP
UNIQUE BUSINESS E_MAIL ADDRESS (Required)		BUSINESS CONTACT NUMBER ()	
2. ACCESS OPTIONS REQUESTED			
Select function and type of access			
FOR AGENCIES ONLY:			
Process FORM Es (add/remove/modify active personnel) <input type="checkbox"/> Enter Firearm Qualifications <input type="checkbox"/> View Officer Training History: <input type="checkbox"/>			
FOR MTUs and ACADEMYS ONLY:			
Basic/Certified Class Roster <input type="checkbox"/> Editing Access (Viewing access is available to the general public)			
FOR RANGE OFFICERS ONLY:			
Enter Firearm Qualifications for multiple agencies <input type="checkbox"/>			
3. ACCOUNT INFORMATION			
<input type="checkbox"/> I have had an EDI account in the past. If so, at what department(s): _____			
<input type="checkbox"/> I require EDI access to more than one department. List department(s): _____			
4. APPLICANT ATTESTATION			
I agree to the following conditions when accessing the Board's EDI system:			
<ul style="list-style-type: none"> • I understand that the EDI system, and the information contained therein, is for official use only, and that I am entering a secured site that contains personal, confidential information which is protected by federal and state laws. • I understand that all system activity may be monitored and any transactions logged. By using this system, I expressly consent to any and all such monitoring and/or recording of my activity. I also understand that if monitoring reveals possible evidence of criminal activity, legal action will be taken. • I understand that any false or unauthorized use or disclosure of a signature device or misrepresentation of identity in furtherance of a scheme or artifice to defraud shall be guilty of a Class 2 felony. • I understand that my access privileges will be monitored or revoked if my employment status or duties change. • I understand that any Social Security Number provided will be used solely as a unique identifier in processing appropriate Board records 			
APPLICANT SIGNATURE ▶		DATE	
5. EXECUTIVE APPROVAL OR AUTHORIZED DESIGNEE			
My signature confirms the following:			
<ul style="list-style-type: none"> • I agree that above named applicant has permission to access the Board's EDI system on behalf of this agency (Department, MTU or Academy) according to the privileges indicated above. • I agree to notify the Board whenever the above individual's access rights are to be modified or deactivated. 			
PRINT AUTHORIZED NAME		JOB TITLE	
AUTHORIZED SIGNATURE ▶		DATE	

BOTH SIGNATURE LINES (sections 4 and 5) MUST BE SIGNED

6. FOR ILETSB STAFF ONLY	Pre-Processed By: _____
---------------------------------	-------------------------