



Agency Contact Information Update (Memo 550)



PLEASE CHECK THE APPROPRIATE BOX

- | | |
|--|---|
| <input type="checkbox"/> TAC Information | <input type="checkbox"/> Agency Address Information |
| <input type="checkbox"/> Technical POC Information | <input type="checkbox"/> Agency Telephone Information |
| <input type="checkbox"/> Agency Head Information | |

Agency Information *REQUIRED*

Date of Update:	
Agency/Department:	
Agency Primary ORI:	
Additional Primary ORIs Being Updated:	

NOTE: If multiple address and telephone changes are being made, a separate Memo 550 must be submitted for each primary ORI.

Terminal Agency Coordinator (TAC) Information

The person named below will serve as a liaison for matters relating to CJIS information.

Current TAC:		
New TAC:		
Direct Phone #:	()	Fax #: ()
E-Mail Address:		

Technical Point of Contact (POC) Information

The technical POC administers CJIS systems and/or programs within the local agency and oversees the agency's compliance specifically related to the technical requirements with CJIS systems.

Current POC:		
New POC:		
Direct Phone #:	()	Fax #: ()
E-Mail Address:		

Agency Head Information

Agency Head Name/Title:		
Agency Head Direct Phone #:	()	
Agency Head E-Mail Address:		

Agency Address Information

Physical Address:		
	City:	Zip Code:
Mailing Address:		
<input type="checkbox"/> Same as Physical	City:	Zip Code:

Agency Telephone Information

24/7 Hit Confirmation #:	()
Daytime Agency #:	()
Fax #:	()

ACCESS OFFICIAL USE ONLY

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Console | <input type="checkbox"/> nexTEST |
| <input type="checkbox"/> CJIS Online | <input type="checkbox"/> CJIS Audit |
| <input type="checkbox"/> CJIS Validations | <input type="checkbox"/> Welcome PKT |
| <input type="checkbox"/> ACCESS E-Mail | <input type="checkbox"/> SharePoint |
| <input type="checkbox"/> ACCESS Force | |