

TEXAS DEPARTMENT OF PUBLIC SAFETY

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REQUEST TO DEACTIVATE or CLOSE A SECURE SITE ACCESS

The Department of Public Safety (DPS), Crime Records Division is responsible for the proper collection, retrieval, use, disclosure, dissemination, storage, and destruction of criminal history record information (CHRI). An organization has an obligation to notify DPS if they intend to deactivate or close their Secure Site Access. In addition, the organization must ensure all CHRI has been accounted for and appropriately destroyed. To expedite the deactivation or closing process, please complete the brief audit questionnaire and fax the information to 512-424-5011.

Name of Organization / dba _____

1. For what purpose did your organization complete CHRI searches using the DPS Secure Site?

2. Provide names and titles of persons who had access to your organization's DPS Secure Site account.

3. Was CHRI ever shared with another person, agency, or facility? If yes, please list the reason and the name, phone # and address of the person, agency, or facility.

4. Did you store or retain any CHRI? If yes, how has it been stored? How was it destroyed?

At this time I wish to DEACTIVATE or CLOSE (please indicate) my organization's DPS Secure Site account. We no longer possess any criminal history record information.

Signature

Title

Date