



NEW YORK STATE  
DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES

OFFICE OF CYBER SECURITY

Harriman State Office Campus  
1220 Washington Avenue, Building 7A, 4<sup>th</sup> Floor, Albany, NY 12242

Andrew M. Cuomo, Governor

Thomas D. Smith, Director

**NYS Critical Infrastructure Response Information System  
(CIRIS)**

**Access Request Form**

Requesting Organization: \_\_\_\_\_

New York State Agency User       Local or Federal Agency User

**I hereby request that the following individual(s) be granted access to the NYS Critical Infrastructure Response Information System as Authorized User(s) \*:**

First Name: _____	Middle Initial: _____
Last Name: _____	Title: _____
Work Address: _____ _____	Phone: _____ Ext. _____
	<b>Work Email Address:</b> _____
County: _____	NYSDS (NYeNet) Username: _____

**Access Justification:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\* For approval of multiple users please provide the above information for each additional user and attach the additional user information to this form**

**Terms of Use:**

The Requesting Organization (RO) acknowledges that use of the NYS Critical Infrastructure Response Information System (CIRIS) is restricted to persons authorized by the New York State Office of Cyber Security (OCS). The RO agrees that CIRIS will be used only to perform or assist in a lawful and authorized governmental function. The RO recognizes the need to safeguard and prevent the unauthorized disclosure of information obtained directly or indirectly as a result of the use of CIRIS. The information contained within CIRIS is classified with a confidentiality of high.

The Authorized User will access CIRIS only to perform or assist in a lawful and authorized governmental function of the Requesting Organization. The Authorized User will not disclose any information obtained directly or indirectly as a result of the use of CIRIS or the methods for accessing such information to any person or entity for purposes other than the RO's lawful and authorized governmental function. The RO will notify OCS immediately if there is a change in employment status of the Authorized User.

Some of the information in CIRIS constitutes "critical infrastructure information" as defined in section 86(5) of the New York State Freedom of Information Law (FOIL). Under the provisions of FOIL, this information is exempt from disclosure because of the potential that disclosure could interfere with law enforcement investigations, endanger the life or safety of a person, or jeopardize the capacity to guarantee the security of information technology assets (see FOIL, §§86[5]; 87[2][e],[f],[i]; 89[5]). The Requesting Organization and Authorized User acknowledge that they understand that some of the critical infrastructure information in CIRIS is exempt from FOIL.

**By signing this Access Request Form, the undersigned Authorized Signatory for the Requesting Organization represents that he or she is an authorized signatory for the Requesting Organization, has read, understood and agrees to its Terms of Use. The Authorized Signatory further represents that: (a) the identity of each individual for whom access is being requested has been verified; (b) each such individual has been provided a copy of the Terms of Use; and (c) each such individual has been informed that his or her use of CIRIS is subject to the Terms of Use.**

Authorized Signatory for the Requesting Organization

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(printed)

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For OCS Internal Use Only:**

Form processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Account entitled by: \_\_\_\_\_ Date: \_\_\_\_\_

US:  AS:  R:  S:  Rev date:

Comments: \_\_\_\_\_