Non-State Employee
Creation/Access Form

CO-1091-NSE Issued 01/2024

Complete all fillable fields below being sure to include sufficient details for the justification of why a Non-State Employee requires access to Core-CT.

To request Non-State Employee to access to Core-CT. The completed form should be submitted to: **osc.security@ct.gov**

Agency Information

Agency Name:

Agency Address:

Security Liaison Name: Security Liaison User ID:

Person to whom the Non-State Employee will be reporting:

Name: Title:

Unit/Division Name:

Signature: Date:

The requesting agency has a policy in place for Non-State Employee access (as required per memo 2022-07) and has provided a copy to OSC Security within the last fiscal year (prior to June 30th):   Yes   No

If "No" please provide a copy with this request form.

Justification for requested access:

Must be a detailed justification including at a minimum the non-state employee's job duties and role responsibilities. Brief "1-sentence" responses will be denied. Additional pages may be added to justification if necessary

Non-State Employee Information:

Name of Non-State Employee – First: Last:

Business Name Non-State Employee works for:

Business Vendor ID: PO/Contract/Agreement:

Does the Non-State Employee have a government issued ID: Yes   No

Dates the Non-State Employee requires access: From: To:

NOTE: Access should include project specific dates not to exceed 1 year. If the project is expected to extend beyond 12 months, the end date should be entered as June 30th of the current year. A new form will be required by June 30th for any subsequent Fiscal Years until the project ends. Projects that end before the currently approved end date must be communicated in writing to osc.security@ct.gov

Approvals:

CAP Management: Date: Approved   Denied

CAP Management Comments:

CORE-CT: Date: Approved   Denied

CORE-CT Comments:

New CORE-CT Non- State Employee User ID:

NOTE: Once all items have been approved the Security Liaison must submit a CO-1092 and attach this form in order for the Non-State employee to receive access to Core-CT.