



VPCR User ID and System Access Request Form

**Section 1: User Information**

Agency Name: \_\_\_\_\_  
First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
Title: \_\_\_\_\_  
Work Address: \_\_\_\_\_

User's VPCR ID (if exists): \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Section 2: VPCR User ID and Access Requests:** *Please select a single request from the following choices:*

- New role – requires a new VPCR license
- Replacement role – use existing licenses
- New role – use existing license for the same user
- Change primary role only (no new role)

**New Role Request:** Indicate the name of VPCR role(s) being requested for the User in Section 1.  
The primary role requested should be populated in Line 1 below.

- 1) (Primary) \_\_\_\_\_ Supervisor for role: \_\_\_\_\_
- 2) \_\_\_\_\_ Supervisor for role: \_\_\_\_\_
- 3) \_\_\_\_\_ Supervisor for role: \_\_\_\_\_
- 4) \_\_\_\_\_ Supervisor for role: \_\_\_\_\_

**Replacement Role Request -** Role replacements should only take place between two staff members with access to the same VPCR role.

**VPCR User being replaced:** Please provide the contact information of the user being replaced in VPCR.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Work Telephone: \_\_\_\_\_  
Work Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**VPCR roles being replaced:** Provide the names of one or multiple roles being replaced

- 1) \_\_\_\_\_ 2) \_\_\_\_\_
- 3) \_\_\_\_\_ 4) \_\_\_\_\_

**A note about removals:** Roles held by existing individuals may not be removed and should instead be replaced by another staff member with access to the same VPCR role. This will enable all existing and historical cases to continue having an owner in the system.

**Change Primary Role:** Please use this section to request a change of a user's VPCR primary role. Note that this request only pertains to changing the Primary role amongst a VPCR user's existing roles.

Current Primary Role: \_\_\_\_\_

Change Primary Role to: \_\_\_\_\_

**Section 3: Statement of Use**

*To be read and signed by User agreeing to the Statement of User*

The use of computers, e-mail and the Internet by employees, agents, and contract staff are subject to the provisions of Justice Center policies and procedures. Use is limited to conducting official business involving the Justice Center. Any use of these mediums, authorized or not, constitutes express consent for authorized personnel to monitor, intercept, record, read, copy, access or capture such information for use or disclosure in any manner without additional prior notice. Users have no legitimate expectation of privacy during any use of Justice Center systems. Unauthorized use or attempted unauthorized use is not permitted and may constitute a federal or state crime. Such use may subject you to appropriate disciplinary and/or criminal action. Personally identifiable information protected by state and federal privacy laws, including clinical, medical or alcohol and substance abuse treatment records or information, all VPCR records, including records that identify or tend to identify individuals served or proposed to be served by the Justice Center, reporters to the Justice Center and other individuals whose identity or personal information is protected pursuant to the Chapter 501 Laws of 2012 or by federal law, is confidential, and can only be disclosed in accordance with the law.

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

**Section 4: Authorized Approval**

*To be read and signed by authorized Executive of agency requesting access.*

Requests for access to the Justice Center's VPCR system, for the addition of new individuals, VPCR roles, or for the replacement of existing individuals and roles must be approved by an authorized Executive from the agency making the request.

\_\_\_\_\_  
Authorized Executive Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type Name of Authorized Executive

**Section 5: Justice Center Approval**

*To be read and signed by authorized Executive of the Justice Center for approving new VPCR license requests only.*

Requests for new licenses to access the Justice Center's VPCR system must be approved by an authorized Executive of the Justice Center. This section is not required for requests that can be handled through the use of existing VPCR licenses.

\_\_\_\_\_  
Authorized Executive Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type Name of Authorized Executive

**Form Submittal Guidelines** - Please fill out this form in its entirety.

Upon completion, a scanned copy may be submitted by e-mail to: [vpccraccessrequest@justicecenter.ny.gov](mailto:vpccraccessrequest@justicecenter.ny.gov)