



FINDER Access Request Form

Request Type

New Change Delete

Section 1 User Information (enter the same information that was used to setup your Utah-ID account)

Name	Phone
Utah-ID / User Name	E-Mail

Section 2 Debt Source Information

Debt Source

Approval Name	Phone	E-Mail
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Debt Source

Approval Name	Phone	E-Mail
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Section 3 Debt Source Signatures

I understand that it is a breach of security to divulge my login ID and password. Failure to comply could result in removal of access to the system.

_____	_____	_____	_____
Debt Source User Signature	Date	Debt Source Approval Signature	Date

Section 4 Security Role Options (For DAS/Finance Only)

Debt Source Roles

Debt Source Debt Maintenance	Debt Source Payment Registers
Debt Source Inquiry Access Only	

State Finance Roles

State Finance Control Group	State Finance Security Administrator
State Finance Disbursements Administration	State Finance Security Request User Access
State Finance Inquiry Access Only	

Section 5 DAS/Finance Approval (For DAS/Finance Only)

_____	_____	_____	_____
Disbursements Manager	Date	FINDER Security Administrator	Date



Send completed form to:
DAS/Finance, Attention Disbursements
1135 State Office Building, SLC, Utah 84114
FAX: (801) 538-3562
EMAIL: finderut@utah.gov

FINDER Access Request Form - Confidentiality Agreement

Name

E-Mail

I understand and agree to the following:

- I will treat all personally identifying information (PII), which I obtain through the use of FINDER, as private/confidential information, as provided under State and Federal law.
- I understand that no PII can be disseminated except as authorized by statute, either during my period of employment or thereafter.
- I agree NOT to use or permit the use of the names, and/or addresses or other PII obtained through the use of FINDER for any commercial purpose.
- I will protect the information contained in FINDER or obtained from FINDER and provide safeguards ensuring that the information will be used only for debt collection purposes.
- I shall assume full responsibility and liability for any damages, attorney fees, and court costs resulting from my violation of information safeguarding requirements.
- Use of the information contained in FINDER or obtained from FINDER for any other purpose shall be considered a material breach of the confidentiality requirements of this Agreement and could result in disciplinary action up to and including termination of employment in addition to civil and/or criminal prosecution.

_____ By initialing here, I accept the confidentiality agreement.

The Department of Administrative Services has determined that this system contains non-public information (controlled, protected or private) pursuant to the requirements of the Utah Government Records Access and Management Act ("GRAMA"). Any employee who has lawful access to any private, controlled, or protected record under GRAMA, and intentionally discloses such information in a manner not authorized by GRAMA, may be prosecuted criminally for the unauthorized disclosure, and may be subject to employee disciplinary action which may include suspension or discharge from employment. See, Utah Code § 63G-2-801 & -804.