



**Two (2) state approved (Texas) Fingerprint Cards** - Each employee performing work under a security addendum must provide two (2) fingerprint cards. One set of prints will be retained by the Houston Police Department and the second set is forwarded to the Texas Department of Public Safety CJIS Compliance Office. Fingerprints must be processed by a local law enforcement agency in order to qualify for submission to the state via the Houston Police Department. Provide the two (2) fingerprint cards to your company project manager for submission to the Houston Police Department CJIS Compliance Unit.

In addition to the forms listed above, the following forms must be submitted for each company or vendor employee that will be accessing HPD facilities or network environments via **logical (remote) access** methods:



**City of Houston Security Clearance Remote Access form** - Each employee performing work under a security addendum that is requesting remote access by way of a Virtual Private Network (VPN) or some other method must submit a complete and legible copy of this two-page form to the HPD CJIS Compliance Unit. Failure to submit this form could result in a delay in your ability to access the HPD network.



**HPD Network Remote Access Agreement** - Each employee performing work under a security addendum in a way that will utilize any remote access method to interact with the Houston Police Department's computer systems must review this documentation to understand the liabilities and restrictions involved with the connection.



**External Non-HPD Security Access** - This one-page form is necessary so the Houston Police Department can establish the proper security information to gain remote access to the police department's computer systems and networks. If multiple employees are requiring remote access, every employee that requires access must complete this form. The Houston Police Department reserves the right to audit remote access network connections for compliance and may reject or revoke connections from individuals that are not compliance. Submit a complete and legible copy of this form. Please carefully read the form as signing it signifies that you are aware of and will comply with the requirements it contains.