

**Request for Access to the Department's Forestry Online System
(by an Administrative Staff Member of a Forestry Company)**

Section 1a - to be completed by the applicant (all fields are mandatory).

Forename: _____ **Surname:** _____

Employee Works No.: _____

Individual's e-mail Address: _____

Pass Code:

(Please enter a 5-digit number of your choice. This number will be required at initial login stage as part of the system's security.)

I hereby apply for access to the Forestry Online system.

I acknowledge that the data to which I will have access is confidential and is covered by the Data Protection Acts 1998 and 2003. I understand that this information is made available to me for the purposes of viewing Forestry application forms online on behalf of my company's clients. I undertake to use the information solely for the purposes for which it is intended and not to disclose it to third parties.

I confirm that I will keep my log-on details confidential and will not disclose them to a third party. I confirm that the information on this form is correct to the best of my knowledge and that it refers to me.

Please register my details as above.

Signed: _____

Date: _____

Section 1b – to be completed by the Company Manager (all fields are mandatory).

Forest Company Agency No.: _____

Company Name: _____

Address: _____

I acknowledge that the data to which the above employee will have access through Forestry Online system is confidential and is covered by the Data Protection Act 1998, as amended. I understand that this information is being made available to facilitate viewing of Forestry application forms online on behalf of my company's clients and should not be used for any other purpose.

I undertake to ensure that the information will be used solely for the purposes for which it is intended.

I undertake to inform the Forest Service where access to the Forestry Online System should be terminated for this employee.

Name (Block Capitals): _____ **Job Title:** _____

Signed: _____ **Date:** _____

Section 2 - to be completed by the Forest Service. Please forward to the IT Security Unit.

Role Assignment

Please assign a Forest Service Intermediary role to this applicant.

I confirm that the Forest Service has not received a previous application in this person's name.

Signed: _____

Date: _____

Section 3 - to be completed by the IT Security Unit. Please post or e-mail the applicant's AGR number and password to them

User Set-up

Date user CREATED on the SSO system: _____

Date user details ENTERED on the AIM system: _____

Date AGR number and password sent to applicant: _____

Signed: _____

Date: _____