

**OFFICE OF THE ATTORNEY GENERAL
CRIME VICTIMS' COMPENSATION PROGRAM (CVC)
APPLICATION FOR ON-LINE ACCESS TO CVMS WEB PORTAL**

Instructions for completing the application:

1. An organization must be set up before a user can be added for that organization.
2. Each user for an organization must complete an application.
3. Each user must read the Office of the Attorney General's (OAG) Statement of Responsibility and the Security Agreement, then check the box affirming that you have read the information.
4. Once complete, the organization's contact person must email the application to the OAG's Information Technology Division's Help Desk at:

ITServices@oag.texas.gov

New User Information

Organization Name*:

User E-mail Address*:

User First Name*: User Middle Initial:

User Last Name*:

Phone Number: *e. g. 123-456-7890*

Fields marked with an asterisk * are required.

- As a condition of receiving on-line access to the CVMS Web Portal, I have read and agree to comply with the Office of the Attorney General Statement of Responsibility and the information confidentiality provisions of the Attorney General's Security Agreement.**

**OFFICE OF THE ATTORNEY GENERAL
CRIME VICTIMS' COMPENSATION PROGRAM
STATEMENT OF RESPONSIBILITY
AND SECURITY AGREEMENT**

I understand that all information provided by the Office of the Attorney General (OAG) is made accessible for the sole purpose of determining the status of claims for which the authorizing agent has provided services to a victim of a crime. All information provided by the OAG is restricted and confidential information and under no circumstances shall it be disclosed. Sensitive information may be created, modified, or deleted only by authorized personnel. Special provisions must be made for the preservation of essential information.

Any computer system passwords I receive or devise to access information held by the OAG are confidential and shall not be disclosed to anyone.

I am responsible for all computer transactions performed by my identification code (UserID), which is authenticated by my password(s).

Under no circumstances will I allow my UserID number and confidential password to be used by any other individual, nor will I use one belonging to someone else. I will not make any unauthorized changes to data or disclose any information without prior authorization from the OAG. Should any information be requested by any person not a party to this agreement or authorized to access the OAG web portal, such request shall be immediately reported to the OAG. **I will immediately inform the OAG if for any reason I am no longer personally responsible for disseminating information provided by the OAG.**

I understand that my failure to comply with the security policies of the OAG may result in civil penalties or criminal prosecution. Failure to observe the above conditions or any attempt to circumvent the computer security by using, or attempting to use, any transaction, software, files, resources, or password that I am not authorized to use may constitute a "breach of security" as defined in the Texas Penal Code, Chapter 33, Section 33.02B. Such an offense is a Class 'A' Misdemeanor. Similar federal statutes may also be applicable.

I understand that to gain access to the OAG Crime Victims' Compensation web portal, the person responsible for this organization must vouch for each applicant representing said organization.

I agree that any and all information received from the Crime Victims' Compensation OAG web portal obtained by me during the course and scope of my employment with the above named service provider shall be kept privileged and confidential in accordance with the Crime Victims' Compensation Act, Tex. Code Crim. Proc. Chapter 56, HIPPA, Code of Federal Regulations, Title 45 part 164, Medical Practices Act, Texas. Occupations Code Chapter 151, and the Open Records Act, Texas. Gov. Code Chapter 552.