Token Activity Form

Agency _____ **Shortcut** _____ **TAC** _____

○ Broken   Report broken token and assign user to a different token permanently.

      Describe problem _____(Please enter token # below)

○ Delete   Delete user and change token status to spare. (Please enter token # below)

○ Tranfer   Transfer a token from spare status to a user permanently.

○ Reassign   Unassign token from one user and reassign it to another.

◉ Assign   Assign token to a new user. (fill out bottom section)

Old Token # _____ Full Name_____ User ID_____

New Token # _____ Full Name _____ User ID _____

If you selected Transfer, Reassign, or the Assign option, this Token Receipt portion must be completed.

I _____,as an employee of _____, acknowledge that I have received my SecureID token with serial number _____(on back of token). Along with my token I have received instructions on care of the token and information regarding the security of the token. With this I understand that if my token is lost/stolen I need to report this to my supervisor immediately and that the responsibility to replace this token is up to my agency or me not KCJIS. If I fail to report the loss of a token, I understand that I am liable for any use of the token while it is not under my control.   I also understand that under no circumstances am I to share my PIN number with anyone else or let anyone else use my token to access the system.

Signature_____

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*If you selected the ASSIGN option, **this Token Application portion must be completed**	
First Name	
Last Name	
Middle Initial	
Drivers License	
Drivers License State	
User ID	
Mother's Maiden Name	
Date of Birth	
Date of Employment	

KBI Help Desk Use Only	Date	Initial
ACE	_____	_____
CIS	_____	_____
WEB	_____	_____