

STATE OF NORTH CAROLINA
North Carolina Administrative Office of the Courts

SECURITY APPROVAL/AGREEMENT
(Professional Bondsmen, Surety Bondsmen,
and Runners Only)

See Side Two for instructions on completing this form. Mail the signed original form and a \$200 certified check to NC Administrative Office of the Courts, Financial Services Division – BB, P.O. Box 2448, Raleigh, NC 27602-2448.

USER INFORMATION

User's Name (First, Middle, Last Required)			<input type="checkbox"/> Name Change	Mother's Maiden Name	Social Security No. (Last 4 Digits)
Title/Position (select all that apply) <input type="checkbox"/> B – Professional Bail Bondsman <input type="checkbox"/> A – Bail Agent (Surety Bondsman) <input type="checkbox"/> R – Runner			Telephone Number (including area code)		Telephone Extension
Business Address			NPN License Number		NCAOC User ID (NCAOC-assigned)
City	State	Zip Code	Current Status Of License <input type="checkbox"/> Active <input type="checkbox"/> Not Active		
Email Address					

SYSTEM ACCESS/UPDATE REQUEST

Enter "A" on the "Criminal Inquiry (ACIS)" line to obtain inquiry access to NCAOC's Automated Criminal/Infractions System (ACIS). If an "A" is entered below, NCAOC agrees to give the User access to ACIS, along with written user instructions.

Enter "X" on the "Update" line to indicate an update of information on the form, rather than a request for access. Highlight the information changed on the form.

NCAOC Systems Inquiry

_____ Criminal Inquiry (ACIS) _____ Update of Form Information Only

USER AGREEMENT

The User agrees to abide by all applicable federal, state, and local laws regarding appropriate access to public records of the courts and agrees to abide by all access and information security policies of the North Carolina Administrative Office of the Courts (NCAOC). These policies include, but are not limited to the following:

1. The User's User ID and password shall not be shared with other individuals under any circumstances.
2. The User must remain with any device currently accessing an NCAOC information system. Sessions connected to NCAOC information systems must be disconnected immediately if the User is not in direct, immediate control of the accessing device.

The User acknowledges that any violation of NCAOC's security policies or of any federal, state, or local law regarding access to or security of NCAOC information systems may result in the immediate and irrevocable termination of the User's access to NCAOC information systems at the sole discretion of NCAOC's Chief Information Officer or his/her designee. Professional bondsmen, surety bondsmen, and runners are granted access to NCAOC information systems pursuant to G.S. 58-71-200. Use of the NCAOC information systems in violation of that section may result in criminal liability, pursuant to G.S. 58-71-200(h).

The User agrees to pay to the NCAOC a sum of \$200 to set up User's User ID. The User must mail a certified check made out to "NC Administrative Office of the Courts," along with this completed form, to the address at the top of this page.

USER'S SIGNATURE

The undersigned User hereby accepts the above "User Agreement" and the "Limits of This Agreement" found on Side Two of this form. The User further acknowledges and agrees that this request for access to NCAOC information systems is made pursuant to G.S. 58-71-200. The User asserts that his or her license, issued under Article 71 of Chapter 58 of the General Statutes, is recognized as active by the NC Department of Insurance.

User's Signature	Date
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INSTRUCTIONS FOR COMPLETING SECURITY APPROVAL/AGREEMENT FORM (AOC-A-156) FOR PROFESSIONAL BONDSMEN, SURETY BONDSMEN, AND RUNNERS ONLY

This security form is to be used for all professional bondsmen, surety bondsmen, and runners to request access to NCAOC information systems. Users must complete the reverse side of this form to identify themselves and request access. All required sections must be filled out correctly and completely. If the form is incomplete, illegible, unsigned, improperly signed, or not dated, or a certified check for \$200 does not accompany the form, it will be returned to the sender without further action by the NCAOC. Questions regarding proper use of this form should be directed to NCAOC Security Administration at (919) 890-2221.

USER INFORMATION (FIELDS WITH * MUST BE ENTERED)

- *User's Name: Provide the user's complete first, middle, and last names (*e.g., John Lee Doe*).
- *Mother's Maiden Name for the User is required for identification purposes.
- *Social Security Number (*last 4 digits*): Provide the last four digits of the User's social security number for identification purposes.
- *Title/Position: Check the appropriate position(s) for the User.
- *Telephone Number: Provide the User's telephone number (*including area code*).
- *Telephone Extension: Provide the User's telephone number extension.
- *Business Address: Provide the User's business address, including street or P.O. Box, city, state, and zip code.
- *NPN License Number: Provide the license number issued under Article 71 of Chapter 58 of the General Statutes.
- NCAOC User ID: This field is for NCAOC use only, unless the User is submitting a form to change information previously submitted. If so, the User ID is required.
- *Email Address: Provide the User's email address.
- *Current Status of License: Check the box to indicate whether the license is active or not active, according to the NC Department of Insurance. (*If the license is not active, both this form and the accompanying check will be returned to sender.*)

SYSTEM ACCESS/UPDATE REQUEST

For inquiry access to NCAOC's Automated Criminal/Infractions System (ACIS), specify "A" for Add. If submitting the form solely to update User information, specify "X" on the "Update" line. Highlight any information that has changed.

USER AGREEMENT AND SIGNATURE

The User for whom access is being requested must read, understand, and indicate agreement with the statements in these sections of the form by signing at the bottom of Side One and entering the date.

LIMITS OF THIS AGREEMENT

1. The NCAOC specifically reserves the right, at its sole discretion, to alter operating hours, computer programs, or network services, including application screen and/or display changes, at any time and without prior notice.
2. The NCAOC provides no warranties of any kind or nature, express or implied, in connection with this service.
3. The NCAOC shall not be liable for any demand or claim, regardless of form of action, for any damages arising from causes beyond the control and without the fault or negligence of the NCAOC.
4. The NCAOC shall not be liable for any demand or claim, regardless of form of action, for any damages arising from incorrect or incomplete information or data accessed from this service. It is expressly understood by the parties that it is the User's responsibility to verify information or data obtained through this Agreement with the official information reposing at the court of record.
5. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications that can be given effect without the invalid term, condition, or application. To this end, the terms and conditions of this agreement are declared severable.
6. Pursuant to G.S. 58-71-200, all hardware, software, telecommunications charges, or other expenditures required for access is the sole responsibility of the User. Accordingly, the User must have Internet access, as well as purchase from an outside vendor appropriate connectivity software (TN3270/SSL with 128-bit encryption).