ARIES CERTIFICATE REQUEST FORM

*Please submit only after completing*

*the online ARIES request process*

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| --- | --- |
| **Date:** | 01/00/2020 |
| **Name on Certificate:** | FullName ARIESClient |
| **Type of Certificate:**  **(*ARIES Client, ARIES Report/Export, ARIES Import*)** | ARIESClient |
| **Certificate Request Number (5-digits):** | ##### |
| **Name of Agency and Physical Address of the computer for which the certificate is being requested:** | |
| **Name of Agency:** | The Resource Group, Inc. |
| **Agency Address:** | 500 Lovett Blvd Ste. 100 |
| **City/State/Zip:** | Houston, Texas 77006 |
| **Phone # of person requesting certificate:** | 713 526-1016 ext. 110 |
| **Phone # of certificate user:** | 713 526-1016 |
| **Name of AA requesting Certificate:** | The Resource Group |

**I, Patrick L. Martin, for The Resource Group certify that the certificate being requested is for a valid ARIES user and that the location of the certificate is in a secure environment (i.e., laptops and home computers ARE NOT considered to be a secure environment). Approval of certificates for laptop computers will be considered case by case and submitted to DSHS ARIES staff for approval. \***

**\* ARIES data managers will develop a laptop agreement for the agency executive director to sign certifying that the laptop will be located at the office of record and is not used offsite or at home. This agreement must indicate that the laptop is in a secure environment and at the physical address of requesting agency. The laptop must be in a locked docking station and not have wireless internet capabilities. This agreement must be signed by DSHS, ARIES data manager and agency executive director.**

I have read and verify that I will follow the Rules as indicated above unless otherwise instructed by The Resource Group, ARIES Data Manager and the Agency Executive Director. I further understand that if the rules are not followed as described, it is against contract compliance and may lead to series actions against myself and my contracted agency.

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Signature Date