

Mark43 ACCESS APPLICATION

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PRIVACY INFORMATION – Pursuant to the Federal Privacy Act (Public Law 93-579) and the Information Practices Act (IPA) of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information. Failure to provide any or all of the requested information may delay processing, or result in an incomplete record. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual for whom personal information is collected has the right to inspect that information in any record maintained by POST. Inquiries may be directed to the POST Information Practices Act Coordinator at the address listed above. Contact the POST Administrative Services Bureau for instructions on requesting records.

INSTRUCTIONS

- Complete all applicable sections of this application to: 1) request access for a new account, or 2) modify or deactivate an existing account. ([See detailed instructions.](#))
- **Email your completed and signed application to Mark43usersupport@post.ca.gov**, FAX at (916) 227-5271 or send it via U.S. mail to Commission on POST – Attn: Mark43 Support, at the above address.
- After your application has been approved, POST will notify you by email.

SECTION 1. APPLICANT INFORMATION

1. APPLICANT NAME (LAST, FIRST, MI)		2. POST ID	
3. DEPARTMENT NAME		4. JOB TITLE	
5. DEPARTMENT MAILING ADDRESS (STREET/P.O. BOX)			
Street/POB	City	ST	Zip
6. BUSINESS EMAIL ADDRESS	7. BUSINESS CONTACT NUMBER () Ext	8. BUSINESS FAX NUMBER ()	

SECTION 2. ACCESS/MODIFY/DEACTIVATE ACCOUNT

9. SELECT FUNCTION

- New Account
- Modification/Update
- Deactivate Account

SECTION 3. APPLICANT ATTESTATION

10. I AGREE TO THE FOLLOWING CONDITIONS WHEN ACCESSING THE MARK43 SYSTEM

- I understand that the Mark43 system, and the information contained therein, is for official use only, and that I am entering a secured site that contains personal and confidential data which is protected by provisions of the California Civil and Penal Codes.
- I understand that all system activity is monitored and all transactions are logged. By using this system, I expressly consent to the monitoring of my activity, and I understand that if the monitoring reveals possible evidence of criminal activity, legal action will be taken.
- I understand that if I participate in unauthorized access or misuse of data in any way, I am subject to State of California and/or federal prosecution and termination of my access privileges.
- I understand that my access privileges will be modified or removed if my employment status or duties change.
- I understand this access privilege is granted to me alone, and I will not loan, share or transfer my access to another person.

11. APPLICANT SIGNATURE

▶

Date

SECTION 4. DEPARTMENT HEAD OR AUTHORIZED DESIGNEE APPROVAL

12. MY SIGNATURE CONFIRMS THE FOLLOWING:

- I agree that the above-named applicant has permission to access the Mark43 system on behalf of this agency.
- **I agree to notify POST whenever the above individual's access is to be modified or deactivated.**

13. PRINT AUTHORIZED NAME

14. JOB TITLE

15. AUTHORIZED SIGNATURE

▶

Date

Internet Access You can access the Mark43 system using any current browser, If you are experiencing difficulty with the site, please contact technical support at 1 916 227-4511.

Entry Details

SECTION 1: **Box 2: POST ID** – Enter your registered POST Identification Number.

SECTION 2: **Box 9: Access Requested** – POST considers all users to be acting on behalf of their agencies when accessing the Mark43 system. Select the desired function (New Account, Modify Account or Deactivate Account)

How to Submit Return your completed application with required signatures **via fax or U.S. mail.**

Email Mark43usersupport@post.ca.gov

Fax **916 227-5271**
Attn: Mark43 Support

Mail Commission on POST
Attn: Mark43 Support
860 Stillwater Road, Suite 100
West Sacramento, CA 95605-1630

Approval Process After your application is approved, you will be notified by email with step-by-step instructions for accessing the Mark43 system.

Security The Mark43 system is a secure website which uses server encryption to protect the transmission of information. Some agencies with firewall protection may block access to secure sites. If you experience any problems when attempting to access the Mark43 system, ask your technical support to contact POST for assistance.

POST Contacts For assistance with the application process or technical questions, call or email:

Phone **1 916 227-4511**

Email Mark43usersupport@post.ca.gov
