



**PREMIER ONE-LAW ENFORCEMENT RECORDS
MANAGEMENT SYSTEM CHANGE REQUEST**
ND OFFICE OF ATTORNEY GENERAL
CRIMINAL JUSTICE INFORMATION SHARING PROGRAM (ND CJIS)
SFN 61562 (10-2018)

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Bismarck ND 58505-0100
Office: (701) 328-1110
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Agency Name	
Requestor Name	Requestor Email Address
Best Time/Method to Reach Requestor	Requestor Telephone Number

Type of Change <input type="checkbox"/> List Addition/Deletion/Issue <input type="checkbox"/> Field Required/Optional Status <input type="checkbox"/> Field Viewable/Hidden Status <input type="checkbox"/> Field Type (free text, drop down, select, etc.) <input type="checkbox"/> SSRS (SQL Server Reporting Services) Report (external reports accessible from the topic menu on the lobby) <input type="checkbox"/> RFT (Rich Text Format) Printout (the internal report available when a document is printed)	Severity <input type="checkbox"/> High - Software unusable <input type="checkbox"/> Medium - Software useable with severely restricted functionality or performance <input type="checkbox"/> Low - Software useable with minor impact on functionality or performance <div style="border: 1px solid black; padding: 5px;">Explain Impact</div>
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Module/Report Name	
Tab Name	Field/List Name
Issue Description	

Requestor Signature	Agency LERMS Administrator Signature (if different from Requestor)
Requestor Printed Name	Agency LERMS Administrator Printed Name