

**LEAD-FREE / LEAD-SAFE PROPERTY REGISTRY, TRAINING COURSE,  
CLASS AND ROSTER DATABASE ACCESS APPLICATION**

Complete a separate application for each employee for which your company is requesting access to enter data in the Lead-Free / Lead-Safe Property Registry, or the Training Course, Class and Roster databases. Before completing this form, the applicant must have registered with the State of Wisconsin WEB-based process, created a unique Wisconsin User ID and provided an individual user email address.

**Type of Access Requested**     Lead-Free / Lead-Safe Property Registry     Training Course, Class and Roster Database

**EMPLOYEE INFORMATION**

Name		DHS Lead Certification Number	
Address			
City		State	Zip+4
Telephone Number	WI User ID		
Email Address			

**COMPANY INFORMATION**

Company Name		DHS Lead Certification Number	
Address			
City		State	Zip+4
Telephone Number	Company Email Address		

**COMPANY ACCESS AUTHORIZATION ADMINISTRATOR**

Name of Authorization Administrator		DHS Lead Certification Number	
Telephone Number		Email Address	

\_\_\_\_\_  
**SIGNATURE** – Access Authorization Administrator

\_\_\_\_\_  
Dated Approved

**DATABASE ACCESS USER ACCEPTANCE AGREEMENT - EMPLOYEE**

The Wisconsin User ID, password, and the individual email address, are the keys to doing secure business with the State of Wisconsin over the Internet. This information should be considered as important as your signature. Much of the information collected by the State of Wisconsin is confidential and is managed accordingly. The State has taken appropriate steps to safeguard the integrity of information it obtains and to prevent access by unauthorized persons. To ensure the integrity and security of the information you are authorized to manage, do not share your User ID or password with anyone. It is your obligation to protect it by keeping it confidential and known only to you. Information systems and data stored managed by the State of Wisconsin are governed by Federal and State laws, rules and regulations. Violators who mismanage their access authority and responsibility in working with state data systems may be subject to prosecution, fines or other sanctions.

By my signature, I agree to abide by the security requirements stated above when approval for access to the Lead-Free / Lead-Safe Property Registry and/or Training Course, Class and Roster Database is granted.

\_\_\_\_\_  
**SIGNATURE** - Employee Requesting Access

\_\_\_\_\_  
Date Signed

**FOR DHS OFFICE USE ONLY**

**ACCESS AUTHORIZATION APPROVAL**

**Access Granted**     Lead-Free/Lead-Safe Property Registry     Training Course, Class and Roster Database

\_\_\_\_\_  
**SIGNATURE** – DHS Staff

\_\_\_\_\_  
Date Approved