ARIES CERTIFICATE REQUEST FORM

**Name on Certificate:**

**Type of Certificate: ARIESClient**

**(*ARIES Client, ARIES Report/Export, ARIES Import*)**

***This certificate is for an approved desktop at BCAR***

**Name of agency and physical address of the computer which the certificate is being requested:**

 **Name of Agency:**

 **Agency Address:**

 **City/State/Zip:**

* **Phone # of person requesting certificate:**
* **Phone # of certificate user: same**
* **ARIES Certificate #:**
* **Name of Requestor/Role:**
* **Laptop or Desktop: Desktop owned by**

**Name of Administrative Agency requesting Certificate: Brazos Valley Council of Governments on behalf of**

**I, Carol Herrington, the ARIES data manager for Central Texas HIV Planning Area 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., home computers laptop or desktop 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 desktop agreement for the agency executive director to sign certifying that the desktop will be located at the office of record and is not used offsite or at home. This agreement must indicate that the desktop is in a secure environment and at the physical address of requesting agency. The desktop 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.**

**(ARIES certificate request form 09/08/0**