

User Guide



The Child Project



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1 Introduction to The Child Project™

The Children's Identification and Location Database (CHILD) Project is a secure nationwide network and registry developed in conjunction with the Nation's Missing Children Organization (NMCO) and National Center for Missing Adults (NCMA) – www.theyaremissed.org.

The Child Project™ enables law enforcement and social service agencies throughout the country to enroll, locate and positively identify missing children and adults using iris biometric recognition technology.

The Child Project™ captures and compares the unique features contained in the iris against a database of individuals who have been previously enrolled across the country to determine the identity of an individual. Complementing fingerprinting identification and related programs now in place, The Child Project™ captures a digital photograph of the individual's iris, along with basic contact, demographic and emergency contact information. Unlike existing fingerprint identification programs, The Child Project™ is a national registry that gives social service agencies, law enforcement, and other authorized users of the system, access to data that can positively identify previously enrolled children and adults in seconds.

This User's Guide provides instructions for the proper set-up and use of The Child Project™ system.

2 Setting Up the System

What The Child Project™ Includes

The Child Project™ system includes the following components:

- 1 Laptop Computer
- 1 Laptop Power Supply
- 1 Iris Camera with USB connector cable
- 1 Digital Camera with USB connector cable
- Tripod
- Hardened, Customized Padded Carrying Case
- All required software (pre-loaded)

IMPORTANT SET UP NOTES – PLEASE READ

Please read these instructions before you attempt to enroll an individual in The Child Project™ system.

The laptop computer delivered with The Child Project™ system has been pre-loaded with necessary software and configured specifically for the easy operation of The Child Project™ application. Attempting to use the iris camera with any other computer may void the warranty and any costs to repair and/or restore the system to good working order, including travel and lodging, will be billed on a time and materials basis.

In addition, attempting to connect the laptop to any server other than The Child Project™ authorized network and server may render the system inoperable.

Setting up the Laptop Computer

- Step 1** Open the hardened case by pulling the two locking tabs forward and up.



- Step 2** Remove the foam layer protecting the laptop computer and then remove the digital photo camera, power cable and laptop computer and place them on a flat, stable surface.



Step 3 Remove the iris camera and attached cable and place it next to the laptop computer on a flat, stable surface.



Step 4 Return the padding for the laptop computer and close and snap lock the hardened case and store it properly.

Step 5 Attach the power cord to the laptop computer first and then plug it into an electrical outlet. Please note that the specific location of the power cord input plug may differ from the photo below depending on the model you received with your system.



Connecting the Iris Camera

Step 6 Plug the USB cable connector for the iris camera in to any available USB port. Depending on the laptop, the USB port is usually located on the back or side of the laptop.

Connecting the Digital Photo Camera

Step 7 Plug the USB cable connector for the digital photo camera in to any available USB port. Again, depending on the laptop, the USB port is usually located on the back or side of the laptop.

Set Up is Complete

Turning On the Laptop Computer

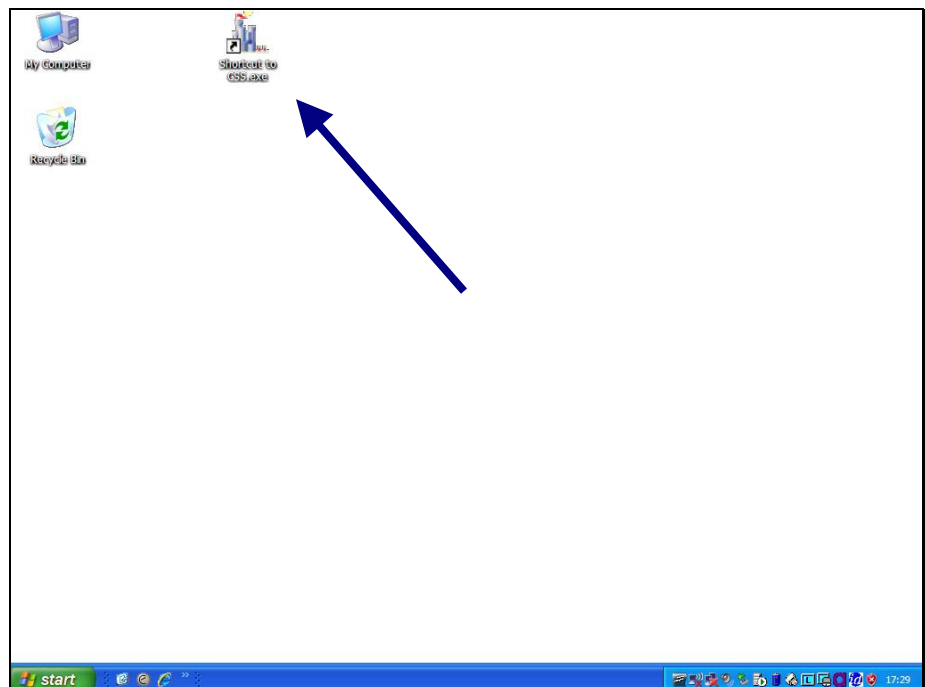
Step 8 Depending on the laptop model, the power (on/off switch) control for the Laptop Computer is located at the top of the laptop. Push the power switch to turn on the computer.



3 Accessing and Using The Child Project™

Accessing The Child Project™ Application

- Step 1 On the Windows™ Desktop – double-click on the CSS (The Child Project™) application icon. (Of course, your desktop may look different because of other programs or shortcuts that have been added.)



Logging on to The Child Project™ Application

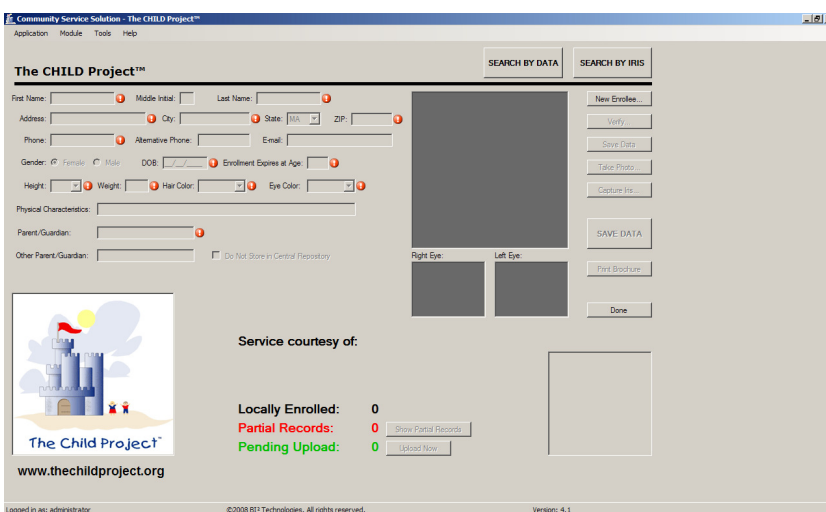
Step 2 The log in screen of the CSS system will appear. Enter the authorized and correct username and password. (NOTE: if you have forgotten the username and password it has been stored in a word document located on the laptop's desktop.) The ORI Code is pre-set and is therefore not required. After you enter your authorized username and password, click on the Login button at the bottom of the dialog box.



The screenshot shows a 'Login Box' dialog window. It contains three input fields: 'Username:', 'Password:', and 'ORI Code:'. The 'ORI Code' field is pre-filled with 'BI2TECH'. Below the input fields are two buttons: 'Login' and 'Cancel'. At the bottom of the dialog, there is a logo for 'BI² TECHNOLOGIES' with the tagline 'Biometric Intelligence & Identification Technologies'. Below the logo, it says '©2008 BI² Technologies. All rights reserved.' and 'Version: 4.1'.

Enrolling a Child in The Child Project™

Step 2 After you select the CHILD Project, a blank enrollment screen will appear.

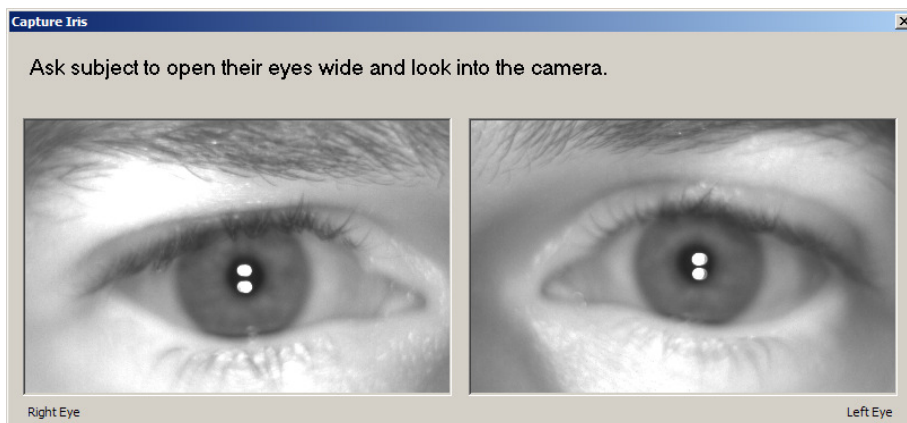


The screenshot shows the 'The CHILD Project™' enrollment screen. It features a search bar at the top right with 'SEARCH BY DATA' and 'SEARCH BY IRIS' options. Below the search bar are several input fields for personal information: First Name, Middle Initial, Last Name, Address, City, State (dropdown), ZIP, Phone, Alternative Phone, Email, Gender (radio buttons for Female and Male), DOB, and Enrollment Expires at Age. There are also fields for Height, Weight, Hair Color, and Eye Color. A 'Physical Characteristics' section is present. Below these fields are 'Parent/Guardian' and 'Other Parent/Guardian' fields, with a checkbox for 'Do Not Store in Central Repository'. On the right side, there are buttons for 'New Enrollee...', 'Verify...', 'Save Data', 'Take Photo', 'Capture Iris', 'SAVE DATA', 'Print Barcode', and 'Done'. At the bottom, there is a logo for 'The Child Project™' with the website 'www.thechildproject.org'. Below the logo, it says 'Service courtesy of:'. At the bottom right, there are statistics: 'Locally Enrolled: 0', 'Partial Records: 0' (with a 'Show Partial Records' button), and 'Pending Upload: 0' (with an 'Upload Now' button). The footer of the screen includes 'Logged in as: administrator', '©2008 BI² Technologies. All rights reserved.', and 'Version: 4.1'.

Entering a New Child in The Child Project™

Step 3

For new enrollments, click on the “New Enrollee” button on the top right side of the screen. This will enable the camera and a viewable dialogue box will appear. Have the enrollee look into the camera to capture their iris image. (*See Below for proper eye positioning*)



How to Properly Position Eyes in the Iris Camera

Tips

The iris camera takes a digital photograph of both eyes at the same time. While the camera will automatically try to focus and capture an image of the individual's eyes, it is very helpful – and much faster and more accurate – if you tell the child how to look into the camera properly. Here are some tips that you will find very helpful.

The iris camera provides visual (green circles around the eyes and pupils and green bars on the center bar) and audio cues (a noise when the camera is focusing) to help the child align his or her head and eyes correctly for quick image acquisition. The child's eyes need to be correctly aligned in all three dimensions – (Lateral Alignment) left and right, (Vertical Alignment) up and down, and (Distance Alignment) close and far.

How to Position Eyes in the Camera

The camera can be used in three (3) ways.

1. The child can hold the camera and look through it like they are using binoculars. If you use this method, it is very helpful if the child can see their eyes on the laptop screen or monitor. That will help them focus very quickly and it will

also help you to tell them how to move if they are having difficulty.

2. The camera can be mounted on the tripod and he/she can look into it as illustrated below. Again, if the child can see their eyes on the screen or monitor it will help them focus.
3. You can hold the camera and bring it to their eyes while watching the image on the screen or monitor. This is technique is particularly helpful with younger children.



The techniques for quickly and easily capturing a digital image of the iris are the same regardless of how you decide to use the iris camera.

There are also three (3) basic factors to keep in mind when capturing the image and they all relate to aligning and positioning the camera as it takes a digital photograph of the child's eyes. While the camera will automatically try to focus and capture an image of the child's eyes, it is very helpful – and much faster and more accurate – if you tell (and sometimes

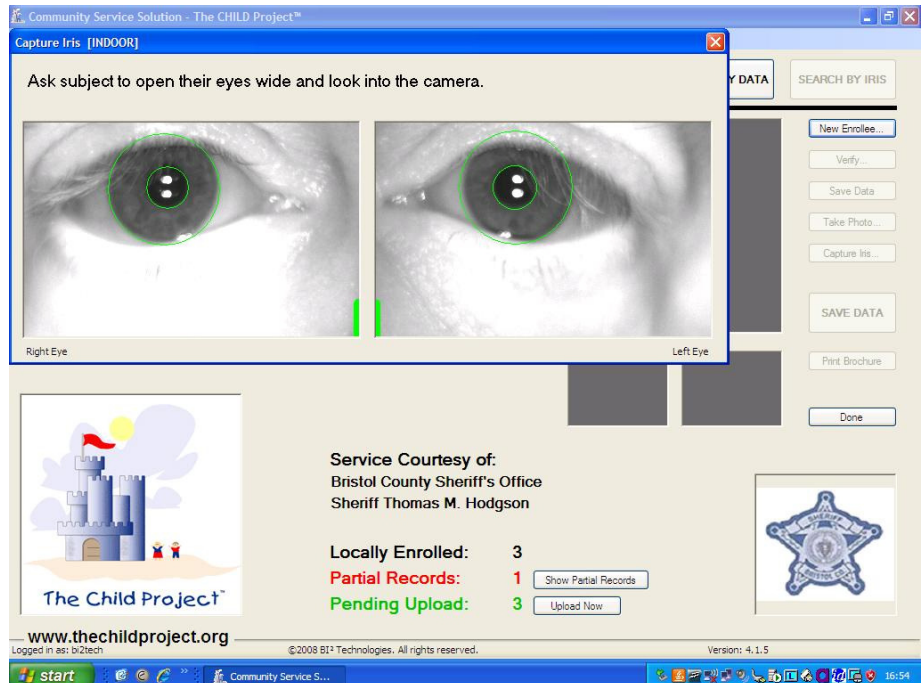
help) the child look into the camera properly. Here are some tips that you will find very helpful.

Alignment By looking through iris camera, like binoculars, the child's eyes will naturally fall in alignment. But, it can be helpful to direct the child to look at their eyes on the screen or to focus on an object you have brought with you, like a stuffed animal, that is placed on the table at a little distance away from the camera. You can also look at the screen and tell or help the child move the camera left, right, up or down. A good way to start each enrollment or iris capture is to ask the child to have the camera just barely touch their forehead and slowly move it away from their eyes.

Distance Because the iris camera has no moving parts, the child must move through the "image capture zone". The best way to do this is described above – but it is worth mentioning again. Simply direct the child to hold the camera so that it's just barely touching their forehead and then slowly move the camera away from their eyes. A tone will sound as the child enters the range of best focus and you can tell the child to continue moving the camera forward until the tone stops, then to move slowly backward through this entire range while maintaining the tone. Direct the child to slowly move back and forth through the tone until you both hear the shutter sound click while keeping their view focus on either their eyes on the screen or the stuffed animal or item you have placed on the table.


Seeing the Eyes During Enrollment and Recognition


As noted above, it can be very helpful if the can see his/her eyes during enrollment and recognition. As the screen below illustrates, the child (as well as the user doing the enrollment or recognition), can easily see their eyes as the iris digital camera captures a photo of their eyes. Please note the green circles around the eyes and the pupil, as well as the green bars on both sides of the frames. These three features make enrollment and recognition much quicker because the person being enrolled can see and focus their eyes easily.



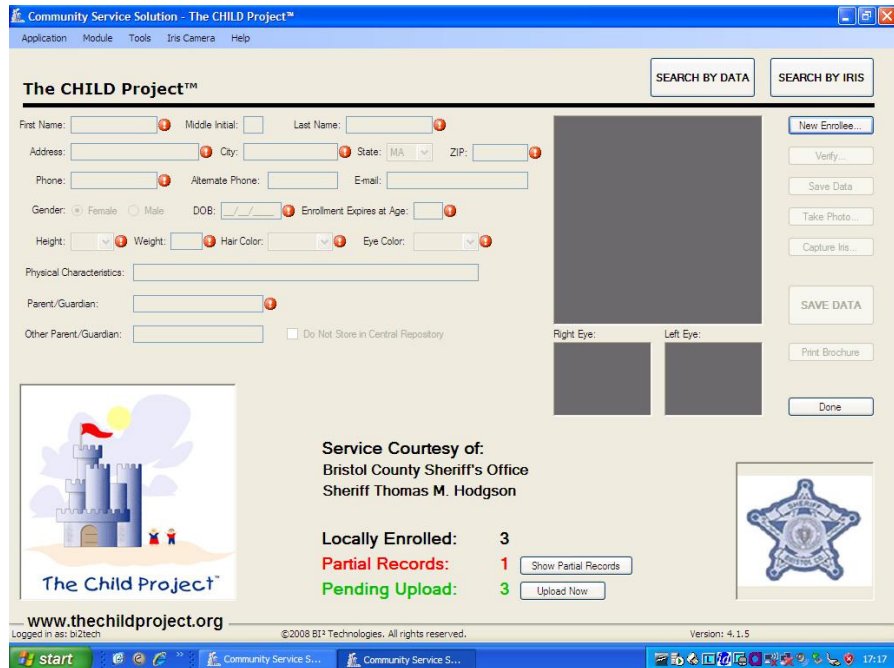
Entering Contact and Demographic Information

Step 4 Entering data in The Child Project™ is easy and simple.

All data fields that have a  to the right of the data entry field are mandatory – the information must be entered or the system will not allow the record to be saved.

Data fields that do not have a  to the right of the data entry field are not required. The title of the data entry field is to the left of the field itself.

The Child Project™ recommends that users navigate to each of the data fields by using the tab key on your Laptop keyboard. You may also use the touch pad on your laptop keyboard or a mouse that has been attached to the laptop.



Name

Enter the First Name, Middle Initial, and Last Name of the new enrollee



Address

Enter the Street Address, City or Town, State and Zip of the enrollee. The zip code data field allows for a 5-digit value only.



Home Phone

Enter the home phone of the enrollee.

Alternate Phone

Optional. Enter either the alternate phone number of the enrollee or a phone number of an emergency contact. If the enrollee does not have an alternate or emergency phone, please re-enter the home phone.

Email Address

The email data entry field is optional.

 **Gender**

Enter the correct gender of the person to be enrolled. The default setting is “Female.” To change the gender to “Male”, use the touch pad on your keyboard or your mouse.

 **Date of Birth**

Enter the date of birth in the following order: 2-digit Month, 2-digit day, and 4-digit Year. Please note: If the enrollee is under the age of 18, the enrollment expiration age will automatically default to “18”; if the enrollee is over the age of 18, the enrollment expiration age will automatically default to “125”.

 **Enrollment Expiration Age**

The enrollment expiration age is the age at which all records for an enrollee will be expunged from The Child Project™ database unless one of two conditions exist: 1. if the child has a medical condition and the parent or guardian has informed The Child Project™, in writing, that the medical condition places the child at continued risk of being lost or missing and unable to identify themselves; or, 2. if the child has been reported missing to an authorized law enforcement agency prior to their 18th birthday and The Child Project™ has been notified, in writing, by the parent and/or guardian and the authorized law enforcement agency of the missing person status. Otherwise, if the enrollee is under the age of 18, the enrollment expiration age will automatically default to “18”. To maintain records in the database beyond this enrollment expiration age, children will have to enroll into the database for a second time. If the enrollee is over the age of 18, the enrollment expiration age will automatically default to “125”.

 **Height**

To enter the height, use the arrow drop down menu or the arrow keys on your keyboard.

 **Weight**

To enter the person’s weight, type in either a 2- or 3- digit value.



Hair Color

To enter the hair color, use the arrow drop down menu or the arrow keys on your keyboard. The following hair colors are accepted by the CHILD Project database: Bald, Black, Blonde, Brown, Gray, Red, Sandy, White, Unknown, Blue, Green, Orange, Pink, and Purple.



Eye Color

To enter the eye color, use the arrow drop down menu or the arrow keys on your keyboard. The following eye colors are accepted by the CHILD Project database: Black, Blue, Brown, Gray, Green, Hazel, Maroon, Multicolored, Pink, and Unknown.

Physical Characteristics

The physical characteristics data entry field is optional. Entering information regarding characteristics such as scars and birthmarks is recommended.



Parent/Guardian Name

Please enter the name of the parent, guardian, spouse, or emergency contact of the enrollee.

Other Parent/Guardian Name

The second data entry field for parent/guardian is optional.

Store Data in Central Repository

This option is for parents and individuals who do not want their information and iris code stored in the central repository.

Important: Once all of the required data fields have been entered completely, please click on **SAVE DATA**.

The screenshot shows the 'The CHILD Project™' enrollment form. The form is titled 'The CHILD Project™' and includes fields for personal information: First Name (Tom), Middle Initial (W), Last Name (Webby), Address (488 State Road, Plymouth, MA, ZIP 02360), Phone (5082241600), Alternative Phone, and Email. It also includes fields for physical characteristics: Gender (Female, Male), DOB (12/29/1969), Enrollment Expires at Age (125), Height (6'), Weight (175), Hair Color (Brown), and Eye Color (Hazel). There are buttons for 'New Enrollee...', 'Verify...', 'Save Data', 'Take Photo', 'Capture Iris', 'SAVE DATA', 'Print Barcode', and 'Done'. A blue arrow points to the 'Take Photo' button. Below the form, there is a logo for 'The Child Project' and a status section showing 'Locally Enrolled: 0', 'Partial Records: 0', and 'Pending Upload: 0'. The footer includes 'Logged in as: administrator', '©2008 BI2 Technologies. All rights reserved.', and 'Version: 4.1'.

You will know that the data has been saved when the “Take Photo” button becomes functional.

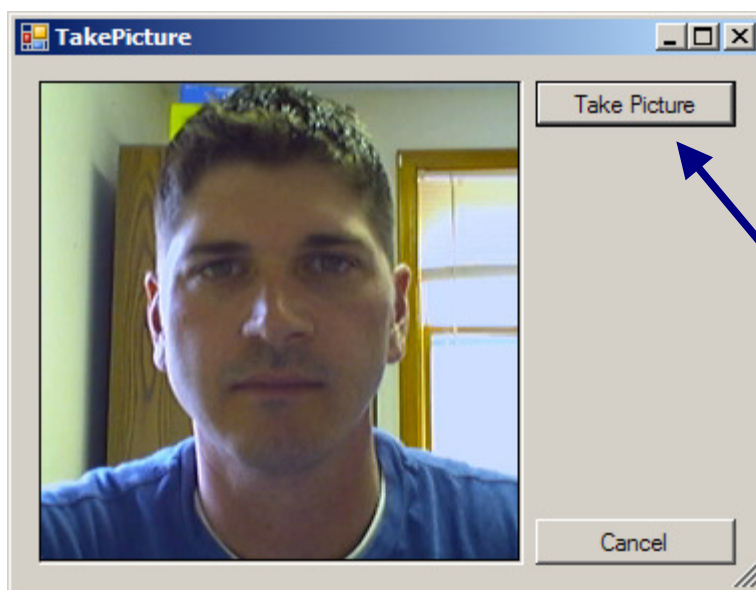
This screenshot is identical to the one above, but the 'Take Photo' button is now labeled 'Take Photo...' and is highlighted with a blue arrow, indicating it is functional. The rest of the form and status information remain the same.

Capturing a Digital Photo

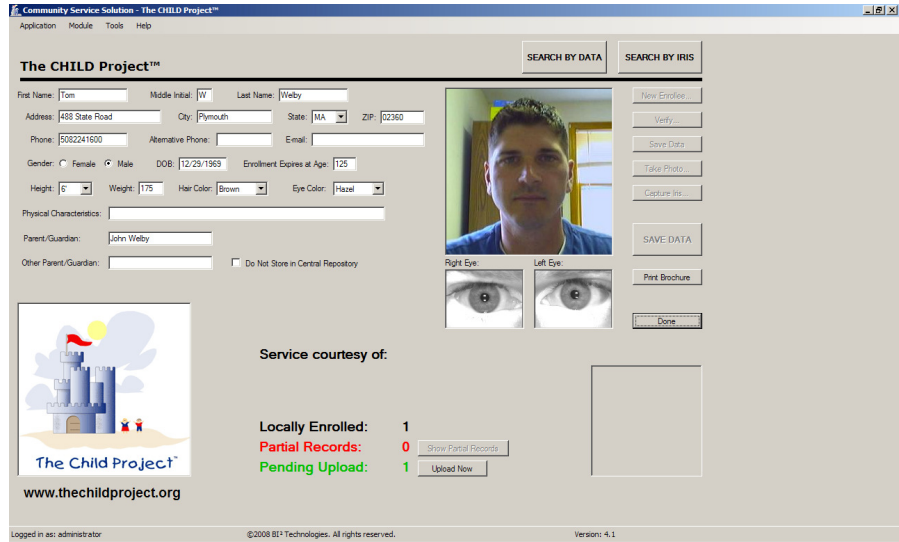
Step 5

After entering all of the data entry fields and saving data, the next step is to capture a digital image photo of the enrollee. On the right-hand navigational bar, press “Take Photo.”

After you select “Take Photo” a dialog box will appear on the screen with a preview of the digital image. Direct the enrollee to look into the Logitech QuickCam Zoom Digital Camera. The enrollee should sit approximately 2.5 feet away from the camera, looking squarely into the lens. With the preview as your guide, you may have to manually re-position the camera to accommodate a better picture. Capture the picture by selecting the “Take Picture” button.

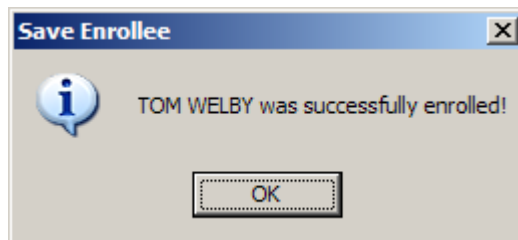


The captured image will now appear on the enrollment screen. If you are satisfied with the digital photo, you may move on. If you are not satisfied with the digital photo, ask the enrollee to look into the digital camera again and select “Take Photo” from the enrollment screen.



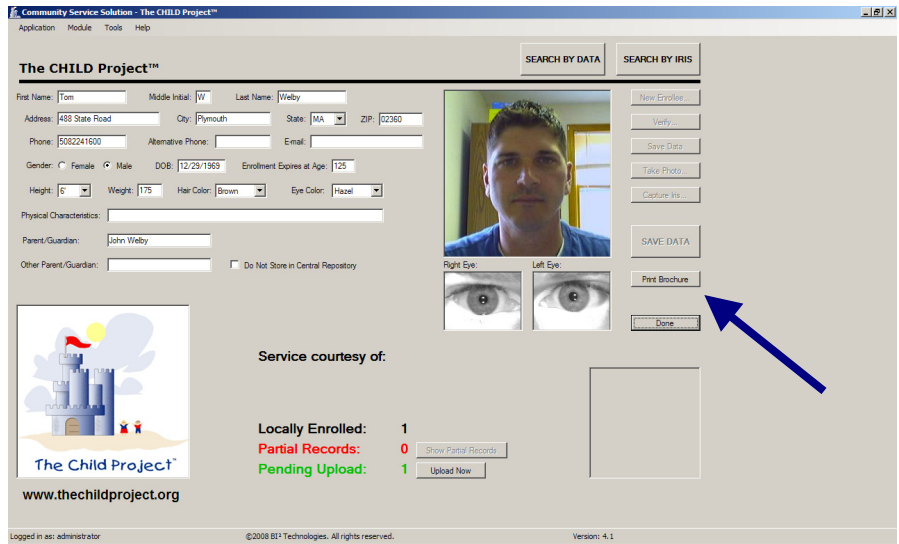
Save Data

Step 6 Click on “Save Data”. A dialogue box will appear stating: “The enrollee was successfully enrolled”. Click “OK”. The enrollment was successfully enrolled.



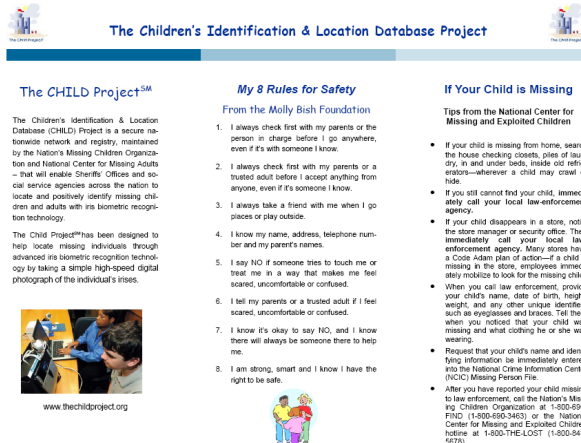
Printing Brochure

Step 7 The Child Project system can print an informational brochure. Please make sure you have added your printer as the computer’s default printer. If you do not have a printer, skip to Step 2.



On the right menu, select “Print Brochure” to print the tri-fold informational brochure. The 8.5” x 11” tri-fold informational brochure contains safety tips as well as the individual’s picture and relevant data. The Child Project™ recommends pre-printing the safety tips side of the brochure before any event and then printing the other side at the time of enrollment. You can find the pre-print document on your computer’s desktop.

Side to Pre-Print:



Side to Print at Enrollment Event:



Search by Data

The Child Project™ allows authorized users to Search by Data for previously partially enrolled children. When combined with the import data capability, this eliminates the need to do the data entry while the child is sitting in front of the iris camera. This saves time, effort and reduces the possibility of data entry errors.

Community Service Solution - The CHILD Project™

Search Enrollee

First Name: Last Name: Search

Search only partial records Close

First Name	Last Name	DOB	Age	Date Modified	Status
Kamen	Kostov	12/30/1974	33	10/15/2008 12:44:23	Partial

Number of Matches: 1

SEARCH BY DATA SEARCH BY IRIS

New Enrollee... Verify... Data Take PH Capture Irs... SAVE DATA Print Brochure Done

Service Courtesy of:
Bristol County Sheriff's Office
Sheriff Thomas M. Hodgson

Locally Enrolled: 3
Partial Records: 1 Show Partial Records
Pending Upload: 3 Upload Now

www.thechildproject.org
Logged in as: bi2tech ©2008 BI2 Technologies. All rights reserved. Version: 4.1.5

Search by Iris

The Search by Iris button and function enables authorized users to check (locally or nationally) whether a child has previously been enrolled. This capability significantly speeds up the re-enrollment, update and/or correction process and, of course, the recognition process in the case of a missing person.

Community Service Solution - The CHILD Project™

Application Module Tools Iris Camera Help

SEARCH BY DATA SEARCH BY IRIS

The CHILD Project™

First Name: Middle Initial: Last Name: Address: City: State: MA ZIP: Phone: Alternate Phone: E-mail: Gender: Female Male DOB: Enrollment Expires at Age: Height: Weight: Hair Color: Eye Color: Physical Characteristics: Parent/Guardian: Other Parent/Guardian: Do Not Store in Central Repository

New Enroll... Verify... Save Data Take Photo... Capture Iris... SAVE DATA Print Brochure Done

Right Eye: Left Eye:

Service Courtesy of:
Bristol County Sheriff's Office
Sheriff Thomas M. Hodgson

Locally Enrolled: 3
Partial Records: 1 Show Partial Records
Pending Upload: 3 Upload Now

www.thechildproject.org
Logged in as: BI2Tech © 2008 BI2 Technologies. All rights reserved. Version: 4.1.5

Service Courtesy of

The Service Courtesy of banner effectively highlights and communicates that this service is being provided to the citizens of your county at no cost by your Sheriff.

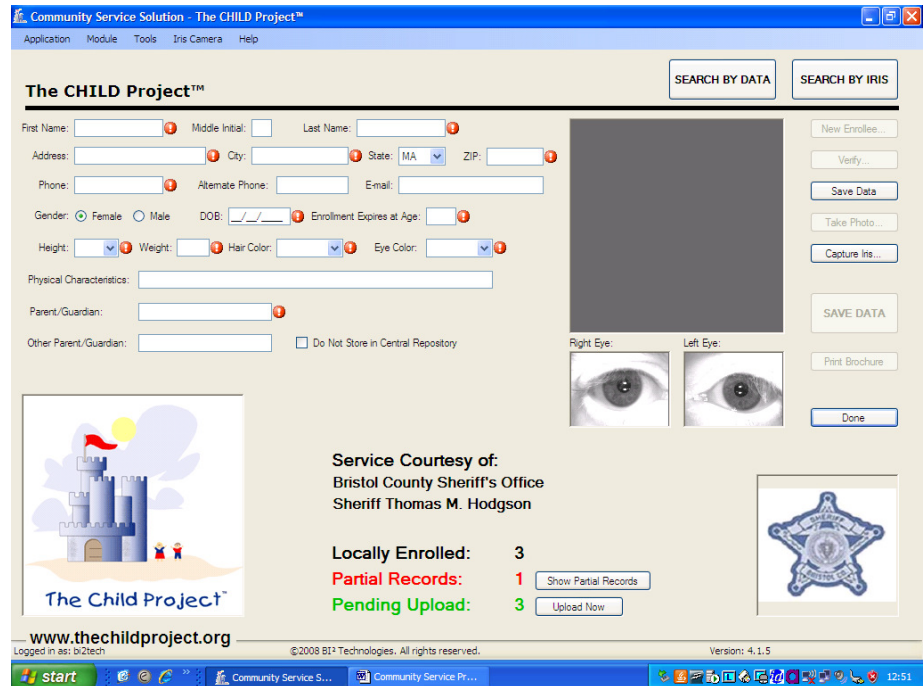
Locally Enrolled

The Locally Enrolled banner shows exactly how many children have been enrolled on the local system, and not yet uploaded to the central repository, by your Sheriff's Office.

Partial Records

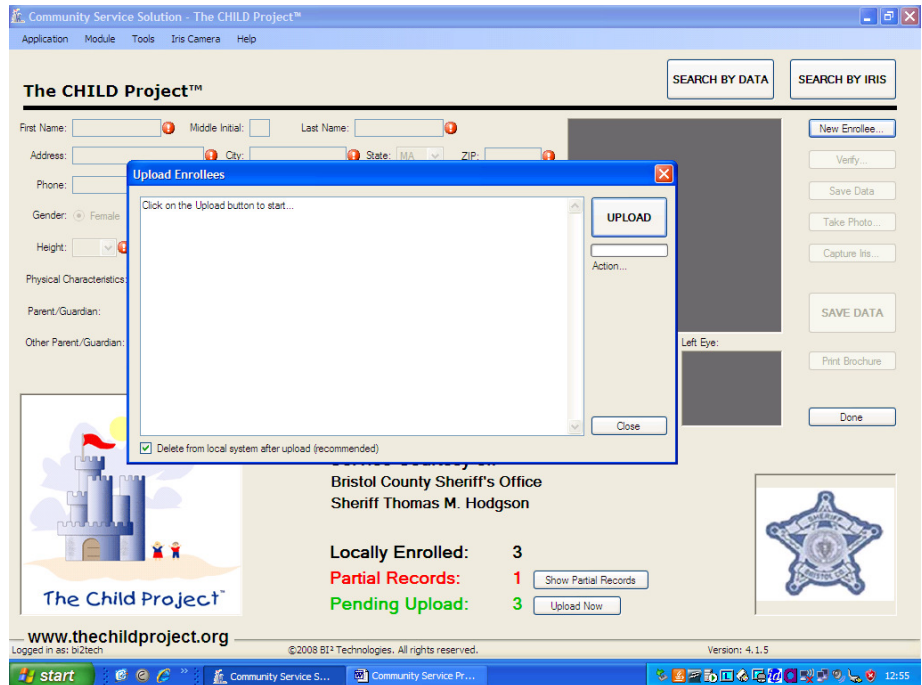
The Partial Records banner shows how many imported or not yet completed records are ready for iris captured and/or photograph. This is particularly helpful when conducting an

event and using the Import function from the Excel spreadsheet. It also enables authorized users to quickly see and select the partial records. This works exceptionally well to speed up the enrollment process at school or large community events.



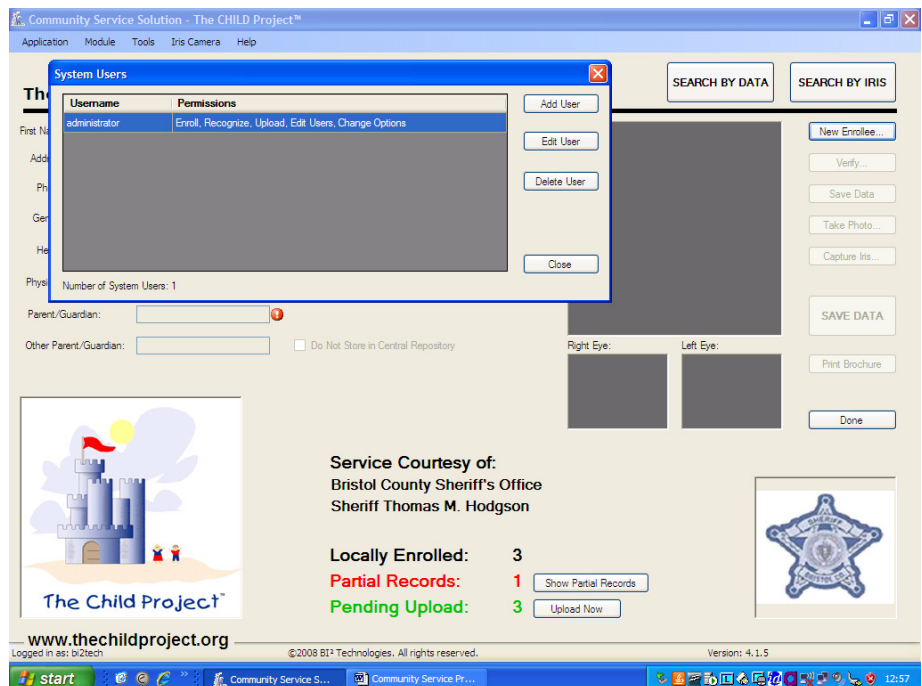
Pending Upload

Pending Upload shows how many records are stored locally and ready to upload via a secure Internet connection to the central repository. It also includes a simple-to-use “click” box that enables an authorized user to automatically upload completed and pending records to the central repository (note: the system must be connected to the internet for this function to work).



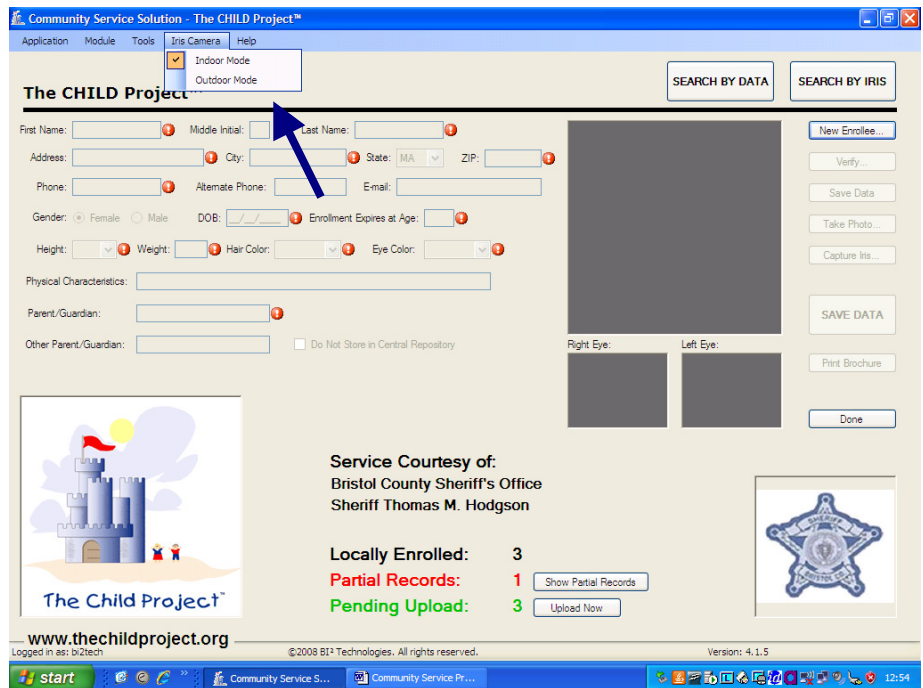
Creating and Authorizing Additional Users

It is easy and simple to create and authorize additional users. As the screen below illustrates, the system administrator can easily and precisely define exactly the capability and access for each authorized user.



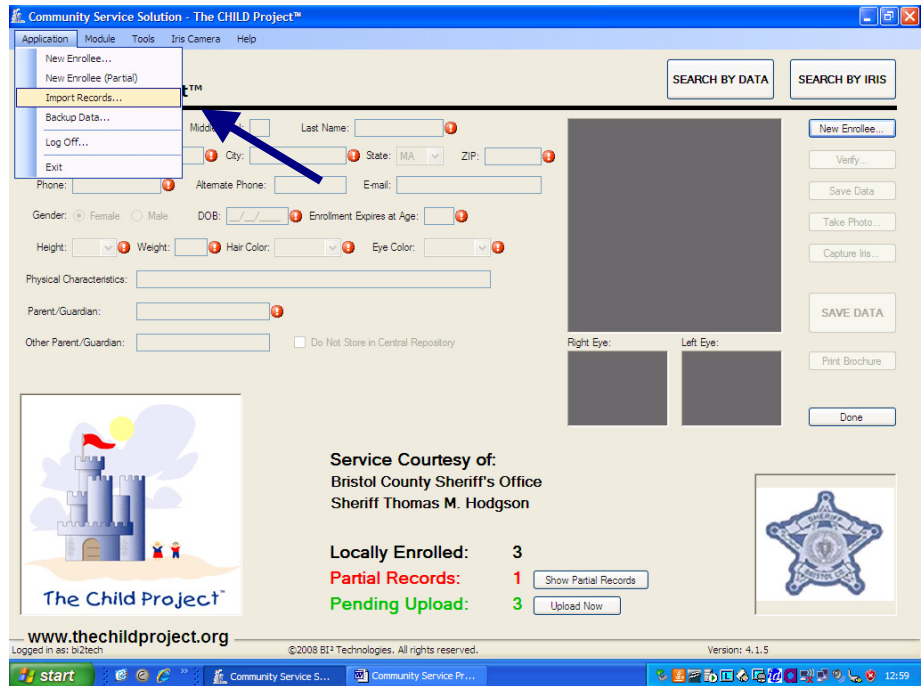
Control Over Lighting Conditions

An important capability is the ability to control the iris camera when it is used in different lighting conditions. The screen below illustrates how the system has a simple “point and click” choice for the iris camera on the main menu bar. The user can click on the “iris camera” dialog box and select either “indoor mode” or outdoor mode”. This automatically sets the camera to the correct lighting requirements.



Importing Records Previously Entered

A very helpful feature is the ability to enter data on children prior to the enrollment event. A simple click and point drop down menu choice allows authorized users to quickly import an Excel file eliminating the need to do time consuming data entry during an enrollment event.



Importing Previously Entered Partial Records

As noted above, an important capability is the ability to enter data on children prior to the enrollment event. By selecting the import function described above, an authorized user simply clicks on the "Browse" box and selects the file to import (please see next page) into The Child Project™.

The screenshot displays the 'Community Service Solution - The CHILD Project™' application window. The main interface includes a search bar with 'SEARCH BY DATA' and 'SEARCH BY IRIS' buttons, and a form for entering child information with fields for First Name, Middle Initial, Last Name, Address, Phone, Gender, Height, Physical Character, Parent/Guardian, and Other Parent/Guardian. A 'SAVE DATA' button is visible on the right. An 'Import Records from Microsoft Excel' dialog box is open, showing a 'File to import:' field with a 'Browse...' button and an 'Import' button. Below the file field is a table with the following columns: First Name, MI, Last Name, Address, City, State, and ZIP, Phone, and DOB. The table is currently empty. At the bottom of the application, there is a logo for 'The Child Project™' and a summary of enrollment statistics: 'Locally Enrolled: 3', 'Partial Records: 1' (with a 'Show Partial Records' button), and 'Pending Upload: 3' (with an 'Upload Now' button). The footer includes the website 'www.thechildproject.org', the copyright notice '©2008 BI² Technologies. All rights reserved.', and the version number 'Version: 4.1.5'. The Windows taskbar at the bottom shows the Start button, several open application windows, and the system tray with the time '12:01'.

Selecting the File to Import Previously Entered Partial Records

Once the “Browse” box is selected, the authorized user simply selects the file to import into The Child Project™ or Senior Safety Net™.

The screenshot shows the 'The CHILD Project™' application window. A 'Browse' dialog box is open, displaying the file 'CSS Template.xls' in the 'Look in' folder 'CSS 4.1.5'. The dialog box includes fields for 'File name' and 'Files of type' (set to 'Microsoft Excel 97-2003 (*.xls)').

The background application window shows the 'Import Records from' section with a 'File to import:' field. Below this, there are statistics for the Bristol County Sheriff's Office:

- Locally Enrolled: 3
- Partial Records: 1 (with a 'Show Partial Records' button)
- Pending Upload: 3 (with an 'Upload Now' button)

The application footer displays 'www.thechildproject.org', 'Logged in as: bi2tech', '©2008 BI2 Technologies. All rights reserved.', and 'Version: 4.1.5'.

The screenshot shows the 'The CHILD Project™' application window. An 'Import Records from Microsoft Excel' dialog box is open, displaying a table of data to be imported. The table has columns for 'First Name', 'MI', 'Last Name', 'Address, City, State, and ZIP', 'Phone', and 'DOB'.

First Name	MI	Last Name	Address, City, State, and ZIP	Phone	DOB
Kamen	T	Kostov	14 Windree Ln, Bluffton, SC 29910	(843) 757-5770	12/30/1974
Kamen	T	Kostov	14 Windree Ln, Bluffton, SC 29910	(843) 757-5770	12/30/1974

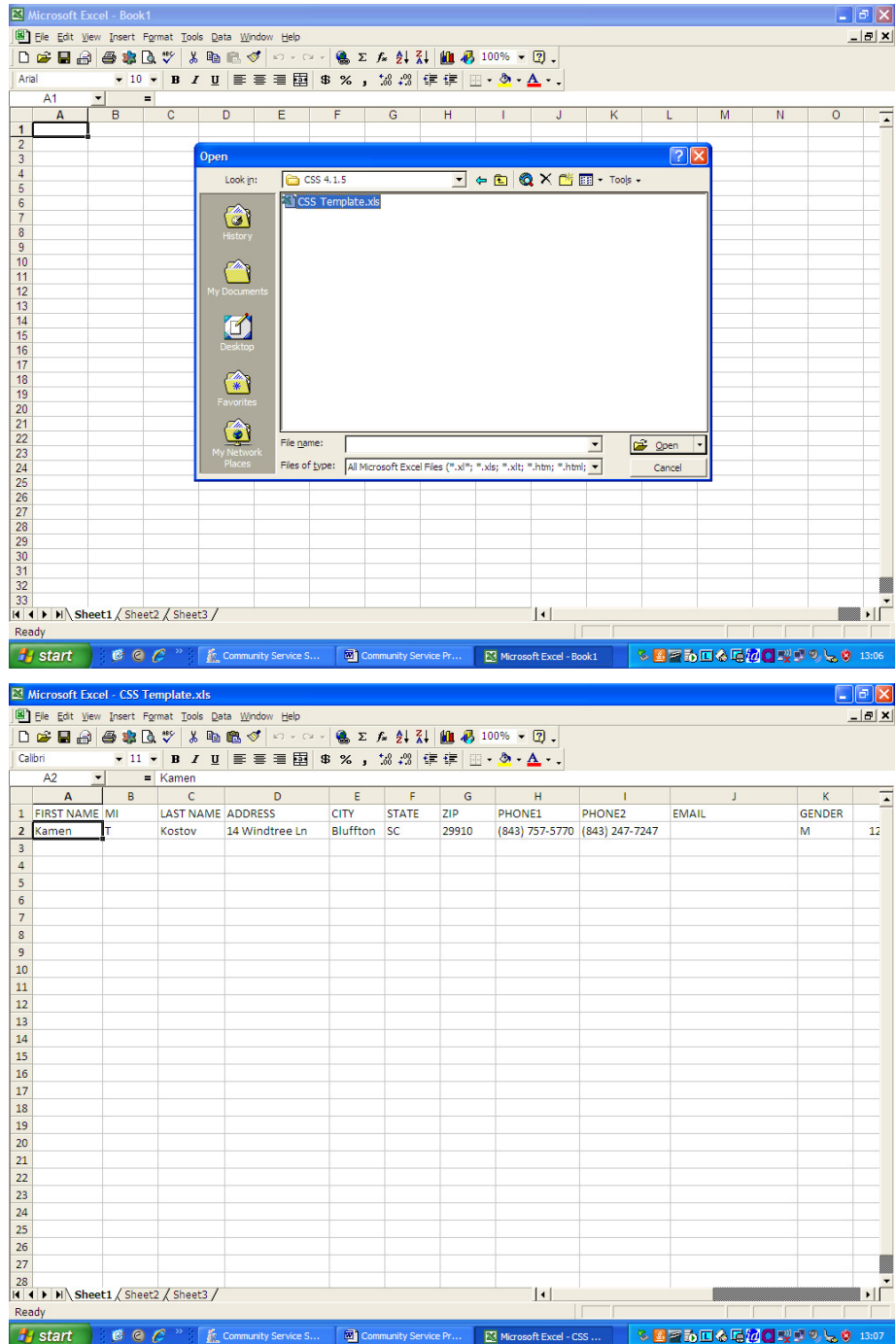
The background application window shows the 'Import Records from Microsoft Excel' section with a 'File to import:' field set to 'C:\CSS 4.1.5\CSS Template.xls'. Below this, there are statistics for the Bristol County Sheriff's Office:

- Service Courtesy of: Bristol County Sheriff's Office, Sheriff Thomas M. Hodgson
- Locally Enrolled: 3
- Partial Records: 1 (with a 'Show Partial Records' button)
- Pending Upload: 3 (with an 'Upload Now' button)

The application footer displays 'www.thechildproject.org', 'Logged in as: bi2tech', '©2008 BI2 Technologies. All rights reserved.', and 'Version: 4.1.5'.

Entering Records Prior to an Enrollment Event

The Child Project™ system is delivered pre-loaded with an Excel spreadsheet that can be used and copied to enter records prior to an enrollment event. It's simple to access and use – and a copy of a blank spreadsheet can be copied and given to volunteers to do all the data entry prior to an enrollment event.



The Child Project™ Enrollment Correction/Edit Form

To protect the confidentiality of a child's information and the integrity of the database, Parents or Guardians must use this form to request a change or correction to information on a child who has been enrolled and uploaded to The Child Project™ national database.

The form must be completed by the parent or guardian and given to the participating Sheriff's Office to submit to The Child Project™. The completed change/edit form must be submitted (faxed) by an authorize law enforcement agency, such as the Sheriff's Office who originally enrolled the child.

Please print below the requested correction/edit field for the individual:

1. Date Field Name: _____

Requested Correction/Edit: _____

2. Date Field Name: _____

Requested Correction/Edit: _____

3. Date Field Name: _____

Requested Correction/Edit: _____

Please fill out all fields below to verify the original enrollment of the individual.

First Name _____ **Middle Initial** _____ **Last Name** _____

Gender: Circle One M F

Date of Birth: Month _____ Day _____ Year _____

Height: ___' ___" **Weight** _____ lbs.

Hair Color: Circle One

Bald, Black, Blonde, Brown, Gray, Red, Sandy, White, Unknown, Blue, Green, Orange, Pink, and Purple.

Eye Color: Circle One

Black, Blue, Brown, Gray, Green, Hazel, Maroon, Multicolored, Pink, and Unknown.

Page 1 of 2 – Both Pages Must Be Completed

Street Address: _____

City or Town: _____

State: _____ **Zip:** _____

Home Phone: _____

Alternate/Emergency Phone: _____

Email Address (optional): _____

Physical Characteristics (optional):

The physical characteristics data entry field is optional. Entering information regarding characteristics such as scars and birthmarks is recommended.

Parent/Guardian Name: _____

Other Parent/Guardian Name: _____

For Law Enforcement Agency that is submitting the request Use Only. Please provide the following information in order to verify and process the request:

Organization Name: _____

Organization's Originating Agency Identifier Code: _____

Authorized User Name: _____

Authorized User Login Name: _____

Authorized User Password: _____

Authorized User Telephone: _____

Authorized User E-mail: _____

Authorized User Signature: _____

Date: _____

Please fax completed request form to The CHILD Project at 508-224-1601

For The CHILD Project Use only:

Accepted by: _____

Date: _____

Page 2 of 2 – Both Pages Must Be Completed

The Child Project™ Authorization Forms

To register and receive access to the national database, you must fill out and fax, mail or email the completed, signed form to:

Kamen Kostov
Director of Technology
The Child Project
488 State Road
Plymouth, Massachusetts 02360
Fax: 800-508-0829
kkostov@bi2technologies.com

When we receive the signed, completed forms with the information for your office, including the individual users who have been authorized to access the system, you will be entered into the national server. You will receive two confirmation emails: the first will confirm our receipt of the completed and signed Registration and Authorization Information; and, the second will confirm the registration of your Office's authorized users has been completed. Once the Registration and Authorization Information process is completed, authorized users will be allowed to upload data and recognize previously enrolled individuals.

Please remember that you must only complete, sign and submit one **Office/Agency Registration and Authorization Information Form – Part 1** for your Office or Agency. You can submit as many **User Registration and Authorization Information Form – Part 2** as you deem appropriate for your organization.

Please Patricia Lawton if you have any questions at 508-224-1600 ext. 12.

Sincerely,

Patricia Lawton
Senior Development Office

Office/Agency Registration and Authorization Information Form – Part 1

(Please complete only one form for your Office or Agency)

Organization Name:

Organization Street Address:

Organization City/Town:

Organization State and Zip:

Organization's Originating Agency Identifier Code:

Primary Contact Name:

Primary Contact User Login Name:

Primary Contact Password:

Primary Contact Telephone:

Primary Contact E-mail:

Organization Type: Sheriff's Office

(please check only one)

Local law enforcement agency

State law enforcement agency

Federal law enforcement agency

Submitted by:

I am authorized by the
to submit this information.

Signature: _____

Title

Date

User Registration and Authorization Information Form – Part 2

(Please complete one form for each authorized user)

Organization Name:

Organization Street Address:

Organization City/Town:

Organization State and Zip:

Organization's Originating Agency Identifier Code:

Authorized User Name:

Authorized User Login Name:

Authorized User Password:

Authorized User Contact Telephone:

Authorized User Contact E-mail:

Submitted by:

I am authorized by the _____

to request and approve this user to access, upload, and recognized individuals previously enrolled in The Child Project™ and Senior Safety Net™ systems.

Signature: _____

Title

Date

End-User License and Warranty Information



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Senior Safety Net™ software application

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