



MISSOURI DEPARTMENT OF SOCIAL SERVICES
DIVISION OF FAMILY SERVICES
FAMIS USER REQUEST
TO ACCESS THE FAMIS SYSTEM

USER ID

Instructions Staff, contractors or volunteers wishing to access the FAMIS system must complete the following information. Local Security Coordinator may add contractor/volunteer persons that will work in the county office. State Security Administrators will add central office staff, all other contract persons and staff from other agencies.

ACTION REQUESTED

- ☐ Add a New User ☐ Request Another User ID ☐ End FAMIS User ID of _____
- ☐ Revoke User ☐ Name Change (also Submit DFS137 for name change and termination to Central Security.)

EMPLOYEE OR REQUESTOR INFORMATION

1. FIRST NAME	MIDDLE NAME	LAST NAME	SSN
			- -

IF NAME CHANGED, PREVIOUS NAME

2. ☐ Central Office ☐ Area Office ☐ County Office
☐ IM ☐ CS ☐ Clerical ☐ Technical Support ☐ Contractor/Volunteer

3. DEPARTMENT _____ DIVISION _____

4. BASE LOCATION OFFICE NAME (IF YOU ARE A DFS EMPLOYEE, THIS MUST BE A DFS OFFICE)

5. WORK LOCATION OFFICE NAME AND ADDRESS

6. WORK LOCATION PHONE NUMBER AND FAX NUMBER

WORK: - - FAX: - -

7. CONTRACTOR NAME OR NAME OF VOLUNTEER AGENCY, ADDRESS

8. SIGNATURE OF PERSON REQUESTING ACCESS _____ JOB TITLE _____ DATE _____

9. ENTERED INTO FAMIS BY _____ DATE _____

YOU MUST SIGN THE CONFIDENTIALITY AGREEMENT BEFORE A USER ID IS ASSIGNED TO YOU

