



# User Information Form

**Group Administrators**

**Shippers**

**Carriers**

Group Administrators, Shippers, and Carriers require role privileges in TRANSCOM above General User "read only". These users are considered 'privileged users'. **To comply with DOE direction, 'privileged users' will require background verification if they do NOT possess either a security clearance (L, Q, secret or top secret) or federally issued HSPD12 badge.**

If background verification is needed; TRANSCOM personnel will send background verification forms to the User for completion and submittal. The background verification will be performed by TRANSCOM security sub-contractor.

**Organization Name**

**User Role**

Upon completion of training and background verification (if applicable), TCC staff will create 'trusted user' accounts (Group Admin, Shippers and Carriers) and provide login information to the User. Group Administrators will be responsible for creating and managing read only users within their organization. If your organization has more than 10 TRANSCOM Users, you may request an additional Group Administrator by having them complete and submit this form.

**First Name**

**Last Name**

**Title**

**Physical Work Address**

**Phone Numbers(s)**

Office  
Mobile  
Fax

**Email Address**

**US Citizen**

**Clearance Type**

**Clearance Issue Date**

**HSPD12 badge expiration**

**TRANSCOM Communications Center – Completion**

**DOE/CBFO Approval**  
*(only if not US Citizen)*

Date:

Please email completed form to [transcom@transcom.energy.gov](mailto:transcom@transcom.energy.gov)