



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  
 WIC And Nutrition Services    CHP 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**