



DEPARTMENT OF HOMELAND SECURITY

**DETERMINATION OF A PUBLIC OFFICIAL'S NEED TO KNOW SPECIFIC CVI**

**Contact Information Public Official Submitting Request:**

1a) Are you a CVI Authorized User? <input type="checkbox"/> Yes <input type="checkbox"/> No	1b) If yes, provide CVI Authorization Number: CVI -
2) Name: (Last, First, MI)	3) Phone Number:
4a) CSAT Facility ID #	4b) Facility Name:
5a) Name of the Agency:	5b) Name of the Official Representing the Agency:

**Determination for Public Official Access to CVI:**

6) Type of agency represented (please check one):

- State                                       Tribal
- Local                                         Other: \_\_\_\_\_

7) What Information or Type of Information is being requested?

8) Why is the Information Needed?

**Department of Homeland Security's Determination of the Public Official's Need to Know Specific CVI**

*To be filled out by DHS Official*

- DHS has determined that the requester has need to know information to this specific CVI.
- DHS has determined that the requester does not have a need to know information to this specific CVI.
- Other:

**To the extent possible, facilities should provide to the public official the information requested in non-CVI form. In many cases, a facility can provide a product that contains all of the necessary operational and facility-specific information and excludes CVI. Where non-CVI documents are not sufficient, DHS encourages facility and public officials to cooperate to limit the scope of CVI shared to that which State, local and tribal officials need to assure public safety and security. This may include sharing only a portion of a CVI document and redacting or deleting the rest.**

Approved by: \_\_\_\_\_ DHS Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For questions and assistance, please call the CFATS Helpdesk at 1-866-323-2957**  
Monday - Friday 7:00a.m. - 7:00p.m., Eastern Time  
Not open on federal holidays

**DEPARTMENT OF HOMELAND SECURITY**

**DETERMINATION OF A PUBLIC OFFICIAL'S NEED TO KNOW SPECIFIC CVI INSTRUCTIONS**

**(Read the following instructions carefully before you complete this form.)**

**(Please complete all items on the form.)**

**GENERAL:** This form should be used when a facility needs to disclose CVI to officials in State, local and tribal agencies to confirm they are authorized users and have a need to know.

1. Indicate your CVI number on the form. If you do not know you are a CVI Authorized user, please contact the help desk for assistance.
2. Please provide your full name.
3. Please provide a phone number where you can be reached at. When providing your phone number, only input numeral digits into the given space.
4. Please provide the the name of your facility and the CSAT facility's ID number. If you do not know your CSAT facilities ID number, please contact the help desk.
5. Please provide the name of the agency and the name of the official(s) representing the agency.
6. Check the box of which agency is being represented. If it's not listed, check the other box and provide the name of the agency in the given space.
7. Please provide a detailed description of what information or type of information is being requested.
8. Please explain why this information is needed.

**WHEN TO FILE:** In accordance to Section 550 of P.L. 109-295, the implementing regulations, 6 CFR Part 27, and the CVI Procedures Manual on [www.dhs.gov/chemicalsecurity](http://www.dhs.gov/chemicalsecurity) completion of the verification of need to know for public officials should be promptly submitted.

**WHERE TO FILE:** DHS Form 9026 for Verification of Need to Know for Public Officials can be submitted to DHS via mail at Mail Stop 8100, Department of Homeland Security, Washington, DC 20528-8100. Or email @ [cvi@dhs.gov](mailto:cvi@dhs.gov). Keep a copy of the completed form for your records.

**PRIVACY ACT STATEMENT**

1. **FORM/TITLE:** Department of Homeland Security (DHS) DHS Form 9026, Verification of Need to Know for Public Official with the Department of Homeland Security.
2. **AUTHORITY:** Section 550 (c) of Public Law 109-295 entitled, Making Appropriations of the Department of Homeland Security for the Fiscal Year Ending September 30, 2007, and for other purposes (October 4, 2006), directs DHS to protect from public disclosure "information developed under [Section 550], including vulnerability assessments... and other security related information records and documents..." As required by Section 550, DHS Promulgated CFATS as an interim final rule in April 2007. See 6 CFR Part 27; 72 Fed. Reg. 17688
3. **BURDEN STATEMENT:** The public reporting burden for the Verification of need to Know for Public Official report is estimated to be 15 minutes. The burden estimate includes time for reviewing instructions, researching the situation, gathering and maintaining the needed data, and completing and submitting the form. You may send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to:

NPPD / IP / Infrastructure Security Compliance Division  
Attention: CFATS Project Manager  
U.S. Department of Homeland Security  
Mail Stop 8100  
Washington, DC 20528-8100

**PAPERWORK REDUCTION ACT STATEMENT**

In accordance with the Paperwork Reduction Act, no one is required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB Control Number for this information collection is xxxx-xxxx. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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