



DEPARTMENT OF HOMELAND SECURITY
Tracking Log for Chemical-terrorism Vulnerability Information (CVI)

CVI Authorized User Tracking Log

Last Name First Name CVI Authorized User Number

Date Shared	Description of CVI	Access, Disclosure or Both	Name of Individual to whom CVI is Shared	Recipients's CVI Authorized User Number	Method of Sharing

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



FORM INSTRUCTIONS

WHEN TO FILE: A CVI authorized user may use this log to record information on CVI sharing.

WHERE TO FILE: There is no requirement to submit or maintain this record. However DHS encourages all CVI authorized users to maintain a CVI tracking log.

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 1670-0015. The time required to complete this information collection is estimated to average 5 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.



Instructions for Tracking Log for Chemical-terrorism Vulnerability Information (CVI)

Please enter the full name and CVI Authorized User number of the CVI Tracking Log owner.

Date Shared	Please indicate the date shared.
Description of CVI	Please provide a short description of the CVI. Do not disclose CVI information in your description.
Access, Disclosure or Both	Using the drop down menu provided, please indicate if the CVI was accessed, disclosed or both.
Name of Individual to whom CVI is Shared	Please enter the full name of the individual to whom the CVI was shared.
Recipients's CVI Authorized User No.	Please enter the recipient's CVI Authorized user number using the following format yyyymmdd-xxxxxxx.
Method of Sharing	Using the drop down menu provided, please indicate the method used to share the CVI, e.g. email, verbal, mailed, faxed or other.