

---

## DATA USE AGREEMENT (DUA) SIGNATURE ADDENDUM FOR DATA ACQUIRED FROM THE CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS)

---

Please complete this form, if you are adding or updating contact information for a:

- **Requestor:** The person authorized to legally bind their organization to the terms specified in the DUA. Please note there can only be **one** Requestor on each DUA.
- **Custodian:** Individual(s) who will have actual possession of the CMS data files, and who will be responsible for observance of all conditions of use, including the establishment and maintenance of security arrangements to prevent unauthorized use. Please note, CMS requires at least **one** custodian per organization, exceptions include:
  - All individuals that require DESY/IDR or CCW VRDC access need to be listed as Custodians on the DUA
  - All individuals to which data will be shipped need to be listed as Custodians on the DUA
  - Individuals from the contractor organization who will be submitting DUA changes through their CMS COR need to be listed on the DUA
  - All individuals who will have direct, unsupervised access (on site or VPN) to raw data, analytic files, or output with cell sizes less than 11 need to be listed as Custodians on the DUA.
- **Subcontracting/Collaborating Organization:** These are organizations that work with the Requesting organization but do not have possession of the data. For these organizations we do not add individual users to the DUA. We only add the organization information itself. *(If you are accessing the data via CCW VRDC, DESY, IDR, VPN, or directly on site please add the individual as a Custodian.)*

**Important Notes:**

- We do not accept P.O. Boxes for an address.
- We do not accept personal e-mail addresses (@yahoo, @gmail, @outlook, etc.). Your e-mail must be associated with your employer, organization, or university.

---

DUA Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

User Role: \_\_\_\_\_ Do you need this data shipped directly to you, from CMS? \_\_\_\_\_

Will you access this data via the DESY/IDR system? \* \_\_\_\_\_ If yes, what is your EUA User ID: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext.: \_\_\_\_\_

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Please note the DESY/IDR option is for Contractor DUAs only.

---

**If applicable, your Contracting Officer Representative (COR)/Government Task Lead (GTL).**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_