

NFC REPORTING CENTER  
ePOL ACCESS REQUEST FORM

1. Name:

2. Title:  3. Email:

4. Social Security Number:  5. Phone:

6. Agency and Program:

7. Please select one of the following:

- I am a NFC user with current access to the Reporting Center statistical data reports only. (i.e., reports that do not contain sensitive data). Please continue to Question 8.
- I am a NFC user but do not have access to the Reporting Center. Please continue to Question 8.
- I am not a NFC user/I do not have a NFC ID. Please continue to Question 9.

8. If you selected the first or second choice in Question 7 above, please enter your NFC ID. For example, AP123 or AM456.

9. The organizational structure (name and code) to which you are requesting access. For example, APHIS, PPQ, ER (34-30-20) or AMS, Deputy Administrators, Cotton, Grading Branch (02-08-09-0200).

**Please note** - access is granted to the organizational level which you report and its sub-organizations. Should you require higher organizational level access, you must obtain appropriate supervisory approval.

10. Send completed request to Darcy Long, Section Chief, Classification via email at Darcy.L.Long@aphis.usda.gov or fax (612) 370-3001. If you have questions, please contact your servicing Classification Specialist. You will be notified via email once access has been granted.

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

I concur with the access level requested by the above named employee.

Supervisor Name (print): \_\_\_\_\_

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