



# DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

## PUBLIC SAFETY SERVICES

### OFFICE OF MANAGEMENT & FINANCE

Revised: 3/15/2010

#### **MOVEit DMZ**

Thank you for choosing to securely exchange files with La. Department of Public Safety. This document allows you to formally request access to The Department of Public Safety's secure file transfer server:

Our server currently supports three secure protocols: HTTPS, FTP over SSL and FTP over SSH. While your files are resident on our server, we use 256-bit, FIPS 140-2 validated AES encryption to protect your files from unauthorized use, theft, hacking and/or viewing. Additionally, depending on the client you choose, you may be able to take advantage of the file integrity and transfer resume features which are native to our multi-protocol file transfer server.

Please fill out the sections below with as much information as you can provide and fax to 225-925-4019, Attn: Secure FTP Administrator.

#### **Identification**

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Optional:

Preferred Username: \_\_\_\_\_

Restrict Access to IP(s)/Host(s): \_\_\_\_\_

**DPS IT Contact Name:** \_\_\_\_\_

#### **Preferred Protocol and Client**

You have your choice of protocols when using our server. You may opt to use more than one protocol and/or client with the same set of credentials, as all protocols access the same virtual filesystem on our secure server.

Cryptographic-quality integrity checks and file resume features are only allowed when using HTTPS and FTP over SSL, and are not available with all clients. Additionally, if your firewall is a management concern, the HTTPS and FTP over SSH protocols are "single-port" protocols which can help minimize firewall changes required to allow your secure transfer to occur.

Please tell us which protocols and/or clients you plan to use with our service.

Preferred Protocol(s):

HTTPS

FTP over SSL

FTP over SSH

Don't Know

Preferred Secure Transfer Client(s):

Name: \_\_\_\_\_ ver \_\_\_\_\_ OS \_\_\_\_\_

Name: \_\_\_\_\_ ver \_\_\_\_\_ OS \_\_\_\_\_

Don't Know



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#### **Secure Transfer Confidentiality Agreement**

All data obtained through the Department of Public Safety's computer system shall only be used or disclosed by authorized personnel for official purposes. Disclosure of this data to any unauthorized personnel, or for unofficial purposes, is prohibited. Every measure should be taken to maintain the security of any data obtained from the Department's computer system. In many instances, Department of Public Safety's data is confidential, and disclosure of this data to any unauthorized person is illegal. Any disclosure of personal information to unauthorized personnel shall constitute a security breach and according to Louisiana ACT 499, a notification shall be immediately sent to all persons whose information was illegally obtained.

Username and passwords must not be shared by users.

I assert that I am authorized to set up secure transmissions on behalf of my organization. I promise to keep any credentials (including username and password) provided to me by LaDPS secret and well-protected. I further accept that transmissions made using these credentials will be treated in every way as being performed by me and/or my organization.

**Signed by User requesting access:**

Print Name: \_\_\_\_\_

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

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

#### **Questions**

For additional information, please contact Sandra Oubre at 1-225-925-6351 or [Sandra.Oubre@dps.la.gov](mailto:Sandra.Oubre@dps.la.gov).