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Governor

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Commissioner



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DAVE Enrollment Form for Municipal Offices
(Database Application for Vital Events)

FAX Enrollment Form to 207-287-2681

Please print the following information clearly and **COMPLETELY**

Please place a checkmark on the method of training you have received.

_____ Web-ex Training _____ In-House Training

Please enter you **Municipality** information below.

Name: _____
(First) (Middle) (Last)

Municipality: _____

☐ Check if affiliated with multiple municipalities and list them on this sheet.

Phone: _____ Fax: _____ Email: _____

Street Address: _____

City/Town: _____ County: _____ State: _____ Zip: _____

Mailing Address (if different): _____

City/Town: _____ County: _____ State: _____ Zip: _____

Signature of Participant: _____ Date: _____

(I certify that the above information is true and correct to the best of my knowledge.)

Witness Signature: _____ Print Name: _____

Check the box next to your user type role:

☐ Municipal Clerk

☐ Deputy Municipal Clerk

☐ Assistant Municipal Clerk/Staff

I am authorized to (check all that apply):

☐ Issue a marriage license and marriage certificates

☐ File a marriage certificate

Electronic Registration System (DAVE) Confidentiality and Non-Disclosure Statement

The State of Maine has implemented a Database Application for Vital Events (DAVE). This secure, web-based system enables the multiple parties involved in creating and issuing death certificates, birth certificates, marriage certificates and marriage licenses.

The Chief Information Officer (CIO) is by law, responsible for safeguarding computerized information for the State of Maine. The CIO has determined that individuals who use State of Maine computer resources directly, or who may otherwise have access to computerized information of the State of Maine, be advised of the following:

1. Any USERID and password issued to you is for your exclusive personal use only, and must not be divulged to anyone.
2. You may use State of Maine computer resources for business purposes only and only through those processes/programs specifically authorized to you by the Bureau of Information Services or its agent(s).
3. Title 17-A Section 432 MRSA states: "A person is guilty of criminal invasion of computer privacy if the person intentionally accesses any computer resource knowing that the person is not authorized to do so.
4. Title 17-A Section 433 MRSA states: "A person is guilty of aggravated criminal invasion of computer privacy if the person:
A. Intentionally makes an unauthorized copy of any computer program, computer software or computer information, knowing that the person is not authorized to do so; B. Intentionally or knowingly damages any computer resource of another person, having no reasonable ground to believe that the person has the right to do so; or C. Intentionally or knowingly introduces or allows the introduction of a computer virus into any computer resource, having no reasonable ground to believe that the person has the right to do so.

Individuals having access to computerized information belonging to the State of Maine are required to read and sign a copy of this statement indicating their acknowledgment and understanding of it.

By signing this document, I hereby agree to abide by all Maine laws and regulations regarding the creation, submission or issuance of death certificates, birth certificates, marriage certificates or marriage licenses during my use of DAVE. I understand that every individual who is authorized to access DAVE holds a position of trust relative to this information and must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information.

Signature

Date

Name (Printed or Typed)

Name of Municipality

Maine State Office Use Only

The account has been created based on the information submitted.

Account Created on _____ Signature of State Official _____

☐ Setup in DAVE ☐ Sent login email ☐ Added to participant list