

This form is for Departmental Records Officer (DRO) or Authorised Deputies to request the setting up of a DORIS account on The National Archives Government Secure Intranet (GSI) network.

**ALL SECTIONS MUST BE READ, UNDERSTOOD AND COMPLETED IN FULL**

As the designated primary user of TNA portal for government services for **name of department** accept the following conditions of use:

- (i) All users of this service are cleared to a minimum level of Baseline Personnel Security Standard (BPSS)
- (ii) All users of this service agree to keep their username and password secure and agree not to share with any third party unless previously agreed with The National Archives.
- (iii) All actions carried out under this account will be attributable to **name of department** and improper use may result in withdrawal of the service.
- (iv) Any information derived from the service will be secured in a manner commensurate to its content.

Please note the following:

- Please check the spelling of the preferred username of the user before you submit this form. Changes to correct mistakes can be complicated and take time
- Please remember to inform The National Archives' DORIS Helpdesk [grs.orders@nationalarchives.gsi.gov.uk](mailto:grs.orders@nationalarchives.gsi.gov.uk) – of changes to the user's details, and also when the user leaves.

---

**User:**

Name:

Position:

Email address:

Tel.no.:

Reader's ticket associated with this login...

Number:

Name:

Preferred login username:

User's signature:

Date:

---

**Authorising officer:**

Name:

Position:

Email address:

Tel.no.:

Authorising officer's signature:

Date:

---

Please return the completed form to: Government and Remote Services  
The National Archives, Ruskin Avenue  
Kew, Richmond  
TW9 4DU

Or email: [grs.orders@nationalarchives.gsi.gov.uk](mailto:grs.orders@nationalarchives.gsi.gov.uk)

A username and password will be issued in two separate emails to the email address of the user.

**PTO**

**Check list for Staff use:**

Step	Check
1. Date form sent to user for completion:	
2. Date completed form received from user:	
3. Details provided by user vetted and correct by:  Date:	
4. Date username and password created by The National Archives Systems:	
5. Date The National Archives Database team associated reader's ticket with username:	
6. Date username and password <b>sent to user in two separate emails:</b>	