



# UPDATE

## *Customer Account Information*

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

Legal Address: \_\_\_\_\_

\_\_\_\_\_

Tax ID: \_\_\_\_\_ \*if tax exempt submit exemption certificate

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

Primary Contact Phone : \_\_\_\_\_

Primary Contact Email : \_\_\_\_\_

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

Secondary Contact Phone : \_\_\_\_\_

Secondary Contact Email : \_\_\_\_\_

The primary contact will receive all NCAC Authorization Codes ordered via the email provided and should be the individual over the fingerprint/background check process for your organization. Please make sure your organizations IT Dept. (or equivalent) adds [COUEPAccounts@ps-IDEMIA.com](mailto:COUEPAccounts@ps-IDEMIA.com) to your companies 'white list' so the delivery of the NCAC Authorization Codes is not blocked by your internet security.

**\*PLEASE NOTE, If there are any issues with your NCAC account, we will only speak with the point of contacts listed above.**

Please fax this form back with initial NCAC agreement and credit card authorization to **615-993-5983**.

**\*Please note if contact information in the future needs to be changed, it must be done so through email to: [COUEPAccounts@ps-IDEMIA.com](mailto:COUEPAccounts@ps-IDEMIA.com) by an established POC.**