

**MBIS User Registration form (MURF) – New MBIS System User**

Access to MBIS can only be authorised by the MBIS administrator.

**Purpose of this request:**

This form should be used to authorise the creation of an MBIS system account and also approval of a delegate approver privilege account

A delegate approver is an individual who will have over sight of all mortality data applications within a team and will approve applications before submitting the application to ODR for final sign off and approval.

To be assigned the delegate approver privilege the head of profession of the division will have to complete and sign section A2.

Once a completed form has been received the MBIS administrator will aim to process it within 5 working days.

*\*\*Please use the ‘tab’ key to navigate the form to ensure the fields update correctly\*\**

|  |  |
| --- | --- |
| **A1. Individual requesting NDTMS system access[[1]](#footnote-1)** | |
| First Name & Last Name |  |
| Email address |  |
| Job title |  |
| Grade |  |
| Directorate |  |
| Division |  |
| Employment | Permanent  Contract  Contract end date is applicable |
| Telephone |  |
| Delegate approver | Yes  No |

|  |  |
| --- | --- |
| **A2. Delegate Approver Authorisation (AA) details**  I authorise to be a delegate approver for mortality data applications  **Please note: by authorising the above-mentioned individual as your delegate you giving them the authority to approve requests for mortality data. They will be responsible for ensuring the request is appropriate and proportionate for the need.** | |
| Name |  |
| Job title |  |
| Directorate |  |
| Email address |  |
| Telephone number |  |
| Date |  |
| **AA’s signature[[2]](#footnote-2)** | **This form should either be printed and signed or an electronic signature can be pasted below:**  Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| ***C5. For MBIS admin purposes only*** | | |
| *Date account created* |  | |
| *Username Assigned* |  |  |
| *Yubikey assigned:* | *Yubikey serial number:* |  |
| ***UPDATES – please record any updates/amendments to account admin below eg name/ email/ phone number changes. This should not be used for changes to agency code/ changes that occur as a result of a decom.*** | | |
| *Update made* | *Date* | *Update made by* |
|  |  |  |
|  |  |  |
|  |  |  |
| ***ACCOUNT CLOSURE – please record below the details of the account closure*** | | |
| *Date account closed:* | *Account closed by (name):* | |
| *Yubikey returned* |  | |

1. [↑](#footnote-ref-1)
2. n electronic signature is acceptable however a typed name is not. [↑](#footnote-ref-2)