

**NARA Federal Records Centers  
Archives and Records Centers Information System (ARCIS)**

**New User Application**

This form is available online at [www.archives.gov/frc/arcis/about.html](http://www.archives.gov/frc/arcis/about.html)

**Step 1: ARCIS user information**

Please provide information about the person applying for access to ARCIS.

Full name:

Agency:

Agency mailing address:

Office telephone: \_\_\_\_\_ ext. \_\_\_\_\_

Office fax:

Email address:

Record group(s):

Charge code(s) (stratified customers only):

*Stratified invoicing refers to billing that is broken out by different functions and/or geographical locations within the same agency. If you do not know whether your agency participates in stratified invoicing, please contact your agency representative designated to authorize new ARCIS users.*

**Step 2: Submission of application to agency official**

Applicant should forward this form electronically to the agency representative designated to authorize new ARCIS users. If you do not know who this person is at your agency, please contact the ARCIS help desk at [arcishelp@nara.gov](mailto:arcishelp@nara.gov) or 314-801-9300.

**Step 3: Agency authorization**

Please provide information about the agency representative designated to authorize new ARCIS users.

Full name:

Email:

Office telephone:

**Step 4: Submission of application to NARA**

The agency representative designated to authorize new ARCIS users should email this completed application from their agency email account to [arcishelp@nara.gov](mailto:arcishelp@nara.gov). Please do not mail or fax this form.

**Step 5: Receipt of login information and verification and approval of application**

Within four working days, Federal Records Center staff will verify the information in the application, notify the agency representative designated to authorize new ARCIS users that the new user has been added, and email the user ID and password to the new user. Users should be able to log in to ARCIS immediately.