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| **Requesting Entity Information** | |
| **Entity/Agency:** | **Date:** |
| **Requestor:** | |
| **Address:** | |
| **Telephone:** | |
| **Email:** | |

|  |  |  |
| --- | --- | --- |
| **Talkgroup Alias Name** | **Talkgroup ID** | **AES 256 Encryption** |
|  |  | **YESNO** |
|  |  | **YESNO** |
|  |  | **YESNO** |
|  |  | **YESNO** |
|  |  | **YESNO** |
|  |  | **YESNO** |
|  |  | **YESNO** |
|  |  | **YESNO** |
|  |  | **YESNO** |
|  |  | **YESNO** |

\*\*\**If adding more talkgroups, please expand this form by inserting additional rows*

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| **Reason for the Request** |
| Example: Add regional talkgroups to department portable and mobile radios for interoperability with other neighboring departments. |
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| **Authorizing Entity Information** |
| **Approval: YES NO YES w/CONDITIONS (see below)** |
| **Approved By:** |
| **Approver’s Entity:** |
| **Approver’s Telephone:** |
| **Approver’s Email:** |
| **Conditions (If warranted)** |

I (the Agency Authorized Representative) have read, understand, and agree that only talkgroups that the agency has been authorized in writing to use will be programmed into the subscriber unit and hereby agree that self-maintained agencies may only program talkgroup(s) of the South Dakota State Radio system for their agency or agencies for which they provide user support. Agencies shall provide copies of all completed talkgroup authorization requests forms to State Radio representatives upon request.

Private service providers may only program talkgroup(s) of the South Dakota State Radio system for which they provide user support. Providers shall provide copies of all talkgroup authorization request forms to a South Dakota State Radio representative upon request.

Any service provider found responsible by South Dakota State Radio technicians for improperly configuring radio equipment is solely responsible for correcting the configuration(s) immediately and at their cost. The service provider is responsible for scheduling and communicating plans for corrective action to the agency as soon as possible. Improper configuration includes but not limited to incorrect Talkgroup ID, Radio ID, Band Plan, or unauthorized channels. Service providers must also notify South Dakota State Radio of the corrective action plans and timelines. If a radio operates on a talkgroup the agency is not authorized to use, South Dakota State Radio will contact the vendor or agency requesting that the programming is corrected. Failure to take the requested action may result in the radio being inhibited or deactivated in the system until the programming is corrected.

All encrypted talkgroups using P25 standard will adhere to AES 256 national standards and only be capable of supporting AES 256 on the South Dakota State Radio digital trunked system. No user with access to encrypted talkgroups of a South Dakota State Radio system will directly or indirectly permit any third party to view, read, print, extract, copy, archive, edit, create, clone, transfer, tamper with, or otherwise compromise CKR numbers or any other sensitive encryption information. South Dakota state radio talkgroup(s) information will not be disclosed to a third party for any reason however, South Dakota state radio Advanced System Key Holders may create codeplugs and provide the codeplugs to qualified agencies or service providers for programming into subscriber units.

I understand that all costs associated with any programming of this requested talkgroup(s) will be the responsibility of my agency. Additionally, my agency will comply with the conditions of the South Dakota Advanced System Key Policy. If my agency is not a holder of an Advanced System Key currently, I will submit a request to South Dakota State Radio via [SOUTH DAKOTA BIT SERVICE PORTAL](https://servicedesk.sd.gov/sp) in concurrence with this request.

**Authorized Signatories Below:**

**Talkgroup Requestor (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Talkgroup Requestor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Talkgroup Approver (Printed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Talkgroup Approver:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*\*\*It is acceptable to photograph or scan copies of original documentation for transfer and record management, however if deemed necessary State Radio representatives reserves the right to directly contact signatories for further verification.*