

Department of Human Resources Administration
Division of Employee Management
Personnel Cabinet
501 High Street
Frankfort, KY 40601

Dear _____,

Since I am the Appointing Authority and there is no one to request access on my behalf, please accept this correspondence as my formal request for and Exception to the Personnel Administration procedure that states:

No one may submit a User Access Request Form requesting an increase in authority for their own ID. For example, if the request is for a designated Agency Security Contact, then an Agency Head must email the form with their name in the "Requestor" field. However, the designated Agency Security Contact may request a deletion or reduction of his/her own access by submitting the form.

You are welcome to contact me should you need further information or have any questions.

Thank you for your consideration of this request.

Sincerely,

Signature (must be in blue ink and returned to Personnel Cabinet in hard copy format)

Title/Position

Date