



California Radio Interoperable System (CRIS)

TALK GROUP REQUEST

Talk groups are considered by the California Interoperable Radios System (CRIS) to be "Owned" by the agency for which the talk group was created. As the owner of the talk group the owning agency has the authority and control to define who can, and cannot, use the talk group and to what degree. In order for the CRIS to program a talk group into the radio of a subscriber where the talk group is owned by another agency the requesting agency must complete this letter of Authorization. Representatives from both agencies must sign the Letter of Authorization (LOA) and submit to the CRIS engineer prior to the programming of any talk groups.

Requesting Agency:

Owning Agency:

Name of individual completing application:

Title

Address

City

State

Zip

Office Phone Number

Cell Phone Number

Email

REASON FOR REQUEST: Add Talk Groups Scan Talk Groups Other (Explain below in Section III.)

I. Request permission to ADD the following talk groups

Talk Group Name	To Be Installed In: (i.e., Portable, Mobile, Console)	Operational Area

II. Request permission to SCAN/ MONITOR the following talk groups

Talk Group Name	To Be Installed In: (i.e., Portable, Mobile, Console)	To be monitored in the following location



III. Other Request/ Requirements *(Explain)*

IV. Reason for Request *(Attach supporting documentation if needed)*

(To Be Completed by Owing Agency)

Request Approved
 Approved with Conditions
 Denied

Conditions/Reason for Denial:

Owning Agency:	Date Submitted:
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Authorized Signature: _____	Printed Name: _____
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Address _____

Office Phone Number _____	Cell Phone Number _____	Email _____
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When complete submit to:
 CRIS Engineer
 601 Sequoia Pacific Blvd
 Sacramento CA 95811-0231

Instructions for Completing Form

1. Agency requesting use of talk group will complete Sections I through IV.
2. Requesting agency will submit form to owning agency.
3. Owning agency will complete approval section.
4. Once form is completed and all signatures present (even if request is denied by owning agency), requesting agency will enter date form is submitted to CRIS engineering.
5. Mail form to address listed above.