



FINANCIAL DISCLOSURE MANAGEMENT SYSTEM USER ACCOUNT REQUEST

U.S. Department of State

INSTRUCTIONS:

- Requests for an FDM account to file the OGE-450 Report only.
- Email completed form to the L/EFD Financial Staff lempfdfinancial@state.gov.

SECTION 1: USER DATA

Full Name	State Email Address
User Employee ID	User Bureau or Post

Alternate email address for User without OpenNet Access

SECTION 2: USER TYPE

☐ Filer ☐ POC/Administrative Access Only

SECTION 3: APPOINTMENT/EMPLOYEE TYPE

☐ Civil or Foreign Service ☐ Locally Employed Staff ☐ Personal Service Contractor ☐ Special Government Employee

Does this user require a Pre-Employment Clearance? (See [11 FAM 617.4-3](#))

☐ Yes ☐ No

SECTION 4: REQUESTOR CERTIFICATION

I certify that I am submitting this FDM account request on behalf of user named in Section 1, and the user has a valid need to access FDM. All representations on this form are true to the best of my knowledge.

Requestor's Name	Requestor's Bureau/Post
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Requestor's Email Address

PRIVACY ACT STATEMENT

AUTHORITIES: The information is sought pursuant to 44 U.S.C. 3541 et. seq. (Federal Information Security Management Act of 2002), 5 U.S.C. 301 (Management of the Department of State); 22 U.S.C. 2581 (General Authority of Secretary of State); 22 U.S.C. 2651a (Organization of the Department of State)

PURPOSE: The information solicited on this form will be used to authorize access to the Department of State's networks and information systems.

ROUTINE USES: The information on this form may be shared with federal, state, or local agencies for law enforcement, counter-terrorism, and homeland security purposes; with Congress and courts within their sphere of jurisdiction; and with other federal agencies for certain personnel and records management matters.

DISCLOSURE: Providing the information is voluntary, but failure to provide the information requested on this form may result in the delay of system logon authorization or it may be impossible for the systems staff to enter the logon credentials or user data.

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