



ICN Circuit DISCONNECT

Date of Request: ____/____/____ Desired Disconnect Date: ____/____/____

Agency Name: _____ NCIC ORI: _____

Station(s): _____ Circuit ID #: _____

AU Billing #: _____ Requestor's Name: _____

Phone #: () _____ Fax #: () _____ E-mail

Address: _____ Circuit Address: _____

City: _____ State: ____ Zip Code: _____ Rm: _____ Flr: _____

CMS Router Return (please mark one – see attached for additional information):

I will return router by mail I request CMS technical staff remove router

Site Contact Name: _____ Phone #: () _____

Cell #: _____ E-mail Address: _____

Billing Contact Name: _____

Phone #: _____ E-mail Address: _____

Hours of Access (for restricted sites): _____

Comments: _____

Agency Head Signature

Agency Head Name & Title (please print)

Submit form to: Illinois State Police, Logistics
801 S 7th Street, Suite 200W
Springfield IL 62703
Fax: (217) 524-1068
Phone: (217) 524-0089
Email: ISP.LeadsCircuit@illinois.gov

Order Cannot Be Processed Unless Form is Complete!

ICN Circuit Disconnect Information

Two forms are needed in order to disconnect an active ICN Circuit: the Illinois State Police ICN Circuit Disconnect as well as the CMS Telecommunications Data Services Order Request (TDR). Both forms must have an authorized signature. The TDR form must be signed in Box 4 to authorize the payment of services and the ISP will complete the remainder of the form. Both completed forms should be returned to the address indicated on the ICN disconnect form.

Circuit disconnection takes approximately 15 - 30 days from date of receipt by ISP. Please plan accordingly or your agency may be billed for another month of service.

You have two options for returning the CMS router: you may return to the address indicated below or a CMS dedicated tech will pick up the router at the rate equal to two hours of labor (\$157.56). If you do not return the equipment within 30 days, CMS will automatically send a tech to retrieve the equipment. The billing for the router will continue until it has been receiving by CMS (even though the circuit has been disconnected). If the router is lost or not retrievable, you will be charged for the equipment.

Pursuant to the Central Management Services (CMS) contract, termination charges may apply if the ICN circuit has been in service for less than one year. If termination of service is due to budget constraints, you may wish to submit a request to CMS to waive the terminate charges.

Please return CMS Router to:
Central Management Services
Data Provisioning
1920 S 1 ½ Street
Springfield, Illinois 62704

Please return ISP Router to:
Alex Dudley
Illinois State Police
801 South 7th St, Suite 300M
Springfield, IL 62703