



Billing Account and/or SING Contact Information Update

It is the agency's responsibility to provide the Iowa Division of Criminal Investigation (DCI) with the most up-to-date contact information for all accounts held with the DCI. Please update the contact information for your Billing Account and/or SING ID below. **Complete ALL applicable areas below. Changes will not be made if the Billing Account Number and/or SING ID is not provided.**

Date: _____

Billing Account Contact Information
<small>*The DCI will contact the person listed below if there are concerns with the Billing Account used to pay for Iowa and/or fingerprint-based criminal history checks, including SING requests. Please contact us if you would like to change your Billing Account from pre-paid to credit card or vice versa.</small>
Billing Account Number (list all applicable to changes):
Billing Agency Name:
Complete Mailing Address:
Billing Point of Contact*:
Email Address:
Phone Number:
Fax Number:

SING Agency Contact Information
<small>*The DCI will contact the person listed below with concerns related to your SING account or submissions; This person is the Agency Administrator for SING and will add users within your agency to access SING as necessary. SING results are provided within the SING application only.</small>
SING ID (list all applicable to changes):
Confirm Billing Account Number:
SING Agency Name:
Physical Address:
SING Point of Contact*:
Email Address:
Phone Number:
Fax Number:

Return completed Update to one of the following:

Iowa Division of Criminal Investigation, Support Operations
Criminal History Record Dissemination Unit, 1st Floor
215 E. 7th Street
Des Moines, IA 50319

Fax: 515-725-6080

Email: dciaaccounts@dps.state.ia.us

DCI USE ONLY	Billing <input type="checkbox"/>	SING <input type="checkbox"/>	Agency Admin <input type="checkbox"/>	Updated on:	By:
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