



DRAFT CEN ACCESS FORM

IMPORTANT!

The sharing of CEN information with other bodies/agencies is **STRICTLY** prohibited!
ANY information exchange with other agencies must be co-ordinated by the WCO Secretariat.

USER INFORMATION :

Country : Administration / Agency :
First name : E-mail :
Middle name : Signature :
Last name :

If you are a National Contact Point (NCP) for CEN, please tick this box :

USER ROLES FOR ENTERING CASES

Please select the role(s) below :

- Creator only Creator and submitter (own cases) Previewer

COMMODITY SECTION : USER CAN VIEW ALL COMMODITIES

If the user is not allowed to view all the commodities, please select the commodities to which the user may have access (multiple choices permitted) :

- Beverages
- CITES
- Currency
- Drugs
- Hazardous materials
- IPR
- Pornography
- Drug precursors
- Other prohibitions and restrictions
- Radioactive (and nuclear) materials
- Tax and duty evasion
- Tobacco
- Weapons and explosives

USER CAN DOWNLOAD THE FULL CASE DATABASE

If the user is not allowed to download the full case database, please select the commodities the user may download (multiple choices permitted) :

- Beverages
- CITES
- Currency
- Drugs
- Hazardous materials
- IPR
- Pornography
- Drug precursors
- Other prohibitions and restrictions
- Radioactive (and nuclear) materials
- Tax and duty evasion
- Tobacco
- Weapons and explosive

CEN WEBSITE : USER HAS FULL ACCESS TO THE CEN WEBSITE

If the user is not granted full access to the CEN Website, please select the commodities to which the user may have access (multiple choices permitted) :

- Beverages
- CITES
- Currency
- Drugs
- Hazardous materials
- IPR
- Pornography
- Drug precursors
- Other prohibitions and restrictions
- Radioactive (and nuclear) materials
- Tax and duty evasion
- Tobacco
- Weapons and explosives

Date :

Stamp :

Signature of person authorized to sign CEN access forms :

**Please complete this form and send it to the WCO CEN team
Fax: +32 2 209 9493 or by email: cis@wcoomd.org**



Instructions for the CEN access form

These instructions are aimed at facilitating the selection of user roles and access rights to the CEN application.

EXCHANGE OF CEN DATA – STRICTLY FOR THE WCO SECRETARIAT

It is very important to stress the fact that any kind of data exchange with other law enforcement agencies/bodies may only be managed by the WCO Secretariat. Members are not allowed to share CEN data with other agencies.

NATIONAL CONTACT POINT (NCP)

The national contact point (NCP) will have a function providing him/her with an overview of users having CEN access, including the last access date, whether the account is active/inactive etc.

USER ROLES FOR ENTERING CASES

There are three roles for entering cases into the CEN system, namely :

- “Creator only” (can only enter cases into the CEN system and is not allowed to submit cases to the RILO). In order to have a case created in the CEN database, a “previewer” role is essential.
- “Previewer” (will be able to review the cases entered by a creator only and, after approval, can submit cases to the system)
- “Creator and submitter (own cases)” – the user can create and submit own cases only.

A maximum of two options above may be selected. The user can create and submit own cases, but may also have the function to review and submit cases created by a different user. If a user is “Creator” only or “Previewer and submitter”, only one option can be selected.

VIEW COMMODITIES

It is possible to restrict viewing access to the different commodities. A user may only be allowed to view cases within his/her working area. Users may have access to all the cases input into the CEN database or only to selected commodities.

ACCESS TO THE DATABASE

Access to the CEN database may be structured according to the commodities a user may view. For example, if a user is permitted to view tobacco and drug seizures, then the same user should also only be able to download these two selected commodities. In the event of any inconsistency, the WCO Secretariat will contact the NCP in order to clarify the request.

ACCESS TO THE WEBSITE

The access level to the CEN Website may also be divided into commodities. If an international organization deals with one commodity only, than that organization will only be granted access to that specific commodity.

