Sending Encrypted CCLR Referral Packages Electronically

DCM is moving towards electronic processing of CCLRs. The electronic CCLR may be submitted via email, to the CCLR.Submission@usdoj.gov mailbox. The CCLR and all supporting documents (e.g. credit reports, COI) must then be scanned and attached to the email. To protect PII, all information must be **encrypted** before sending.

DCM is developing a protocol for exchanging encrypted email messages using Outlook. At present, the procedure below can be used to encrypt all PDF attachments to an email. This includes the CCLR itself.

Prior to sending an electronic CCLR the first time, please contact the NCIF to ensure success.

Encrypting individual PDF files prior to attaching

1. Scan the document, labelling it Debtor Last Name_YYYY_document name, i.e. Bradley_2015_COI

2. Open the PDF document just created.

3. Click on "Tools."
   Choose "Protection."
   Then choose "Encrypt."
   Finally, choose "Encrypt with Password."
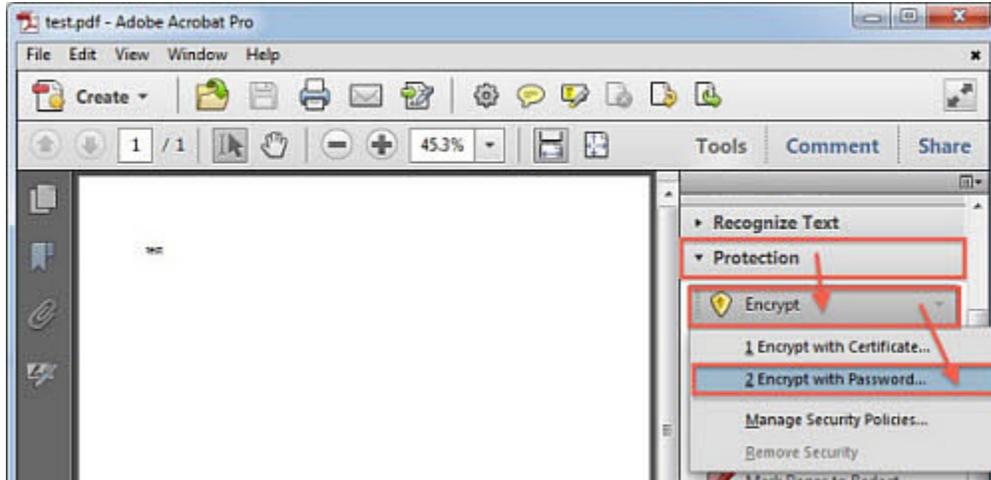
4. If a box appears asking "Are you sure you want to change the Security on this document", click "Yes."

5. Choose "Acrobat X and later."

6. Be sure "Require a password to open the document" is checked.

7. Be sure "Encrypt all document contents" is selected.

8. Type in a password in the "Document Open Password" field. Make sure it rates Strong or better. Then click "OK."
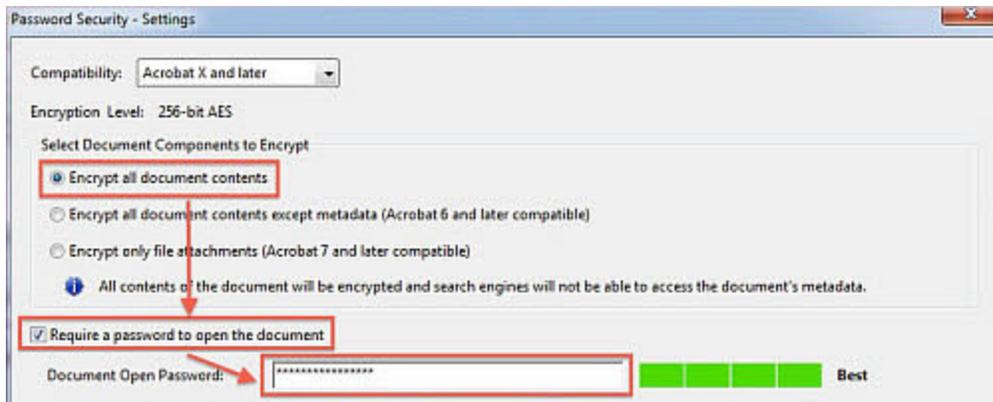
9. Reenter the password when requested and click "OK." If a dialog box states that the security settings will not be applied until you save the   document, click "OK."

10. Save the PDF by clicking on "File," then "Save."
Verify that "(SECURED)" appears in the title bar.

IMPORTANT: The CCLR is already a PDF so, when encrypting the CCLR, you can skip step 1, the scanning.

Please use the same password for all attachments to the CCLR email.

After you send the CCLR email, you need to send the Password to the NCIF in a separate email for decryption. **Never** send the decryption Password in the same email as the encrypted files.