# Long Term Password Record Process

1. Label the “Long Term Password Record Form” form clearly with the:
   1. Date of the creation of the ceremony.
   2. Your full name.
   3. The user-name (if any) associated with this password.
   4. A description of the system or component the password is to be used with.
2. In a confidential environment:
   1. On a clean system using trusted software generate a cryptographically secure password.
   2. Document each character of the password in this form circling U, L or N to indicate the character class.
3. Enter the password into the system in question reading each character from this form.
4. Re-validate the password was accepted by the system correctly by re-authenticating using the values on this form.
5. Fold this paper in half length-wise as to protect its contents.
6. Place a tamper evident seal on the three open ends of the paper.
7. Place the paper in a tamper-evident bag and seal the bag.
8. Clearly label the bag with the Date and description of its contents without disclosing any sensitive data.

# Long Term Password Record Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Date:** |  | | **Full Name:** |  | | **User Name (if any):** |  | | **Description:** |  | |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | |  |  |  |  |  |  |  |  |  |  | | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |  |  |  |  |  |  |  |  |  |  | | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |  |  |  |  |  |  |  |  |  |  | | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | |  |  |  |  |  |  |  |  |  |  | | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | |  |  |  |  |  |  |  |  |  |  | | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | |  |  |  |  |  |  |  |  |  |  | | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N | U | L | N |  |  |  | | --- | --- | | **U** | Uppercase | | **L** | Lowercase | | **N** | Numeric or Special | |