

Addendum for Criminal Justice Agency (CJA) using a Non-Criminal Justice (NCJA) ORI

Must be completed by agencies who:

- A. Have been issued an NCJA ORI to conduct fingerprint submissions for licensing, non-criminal justice employment, CASA/GAL and/or purpose code X/emergency placement of children.**

This addendum is added to the ACCESS User Acknowledgement for a criminal justice agency that has statutory authority under Public Law 92-544 and/or 101-630 to request fingerprint based Criminal History Record Information (CHRI) checks to perform a non-criminal justice function such as licensing, Guardian Ad Litem (GAL), Court Appointed Special Advocate (CASA) and other non-criminal justice employment purposes under the Public Laws listed.

Because the CJA must adhere to the CJIS Security Policy, the following CJA policies and procedures cover the requirements normally provided by an NCJA, and do not need to be duplicated:

- Management Control Agreement and/or CJIS Security Addendums for contractor personnel
- Physical protection
- Password management
- Disposal of media
- Security incident reporting

The CJA is still required to create, maintain and provide the following NCJA specific policies and procedures:

- NJCA Misuse
- Fingerprint Process

All fingerprint based applicant submissions must include in the 'reason fingerprinted' field an accurate representation of the purpose and/or authority for which the CHRI is to be used.

The CJA must notify the applicant fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The agency making the determination of suitability for licensing or non-criminal justice employment shall:

- provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record.
- advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R. 16.34.

The agency should not deny the license or non-criminal justice employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so.

Statutory Authority (check all that apply):

- PL 92-544 PL 101-630

Description of what fingerprint submissions are used for (CASA/GAL, City Ordinance #, non-criminal justice employment, etc.):

Criminal Justice Agency and ORI		
NCJA ORI:		
Agency Head Name (printed):		
Agency Head Signature:		Date: