

## **Tribal Access Program (TAP) Application**

The purpose of this application is to provide some basic information to the Tribal Access Program about your federally recognized Tribe. The term “Tribe”, within the context of this application, includes intertribal consortia that perform governmental functions delegated to it by federally recognized Tribes. This application will prompt the Tribe to describe some of its current processes and tools, how it envisions implementing TAP, and what information gaps TAP may help to fill. TAP provides access to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) databases for the following entities:

### *Criminal Justice*

- Law Enforcement
- Criminal Court
- Prosecutor’s Office
- Pretrial Services
- Corrections/Detention
- Probation/Parole

### *Non-Criminal Justice/Civil*

- Sex Offender Registry
- Civil Court
- Housing
- Child Protective Services
- Social Services
- Child Support Enforcement
- Human Resources

Federal law limits access to specific types of entities for specific purposes. TAP is not authorized to provide access outside of what federal law provides, which excludes access for gaming or election purposes, among others. TAP also does not yet have full mobile capability; however TAP is exploring mobile options.

TAP is funded by the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART), the Office of Community Oriented Policing Services (COPS), Office for Victims of Crime (OVC), and Office on Violence Against Women (OVW). Tribes must use TAP for one of the following primary purposes: Law enforcement; sex offender registries authorized by the Adam Walsh Child Protection and Safety Act; non-criminal or criminal court issuance of protection orders, or entry of misdemeanor convictions for domestic violence; foster care placement; or child abuse/neglect investigations. Tribes will be selected based on their need to accomplish one or more of these purposes. For Tribes accepted into TAP, deployment will not begin until those Tribal agencies have met all the onboarding and vetting requirements (which include all documentation requirements).

Sex Offender Registration and Notification Act (SORNA) Tribes: Tribes that have been found to have substantially implemented SORNA or are working towards implementation of SORNA may be required to use TAP for the purpose of sex offender registration. The SMART Office can inform Tribes if this requirement pertains to their Tribal jurisdiction.

## **Instructions**

The TAP application is divided into four sections: (I) Demographic Information, (II) Community Resources and Using TAP, (III) Other TAP Requirements, and (IV) Required Resolution and Signatures.

It is important that all sections are completed as thoroughly as possible. Section II contains agency specific questions. If the Tribe does not have that particular type of agency, please respond “No” and proceed to the next agency.

The signature pages in Section IV can be signed electronically by either inserting a scanned image of a signature, or printed and signed. If scanned images of signatures are inserted, it is advised that the signature pages be submitted as a PDF.

**There is a checklist at the end of this application to assist with planning and marking items as complete.**

### **Public Burden Statement**

**According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1 hour per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Justice, Law Enforcement Services and Information Sharing, and reference the OMB Control Number. Note: Please do not return the completed Tribal Access Program (TAP) Application to this address.**

The final application can be submitted as a PDF or saved as a word document and submitted no later than 11:59 p.m. Eastern Standard Time, August 30, 2024 to [TAP.App@usdoj.gov](mailto:TAP.App@usdoj.gov). Please include the applicant Tribe’s name as part of the file name (e.g. [Tribe Name] – TAP Application).

## I. Demographic Information

1. Name of Federally Recognized Tribe: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Current Tribal Leader: \_\_\_\_\_

4. General Form of Tribal Government: \_\_\_\_\_

5. Tribe's Land Base: \_\_\_\_\_

6. Number of Enrolled Members: \_\_\_\_\_

7. Total Population Living on Tribal Land: \_\_\_\_\_

8. Number of Enrolled Members Living on Tribal Land: \_\_\_\_\_

9. Does the Tribe have a significant number of visitors to Tribal Land:

- Yes, please describe \_\_\_\_\_
- No

10. How do you currently access FBI CJIS databases and how will TAP help improve public safety for the Tribe? (please limit to 500 words)

\_\_\_\_\_

11. Please indicate what your primary use(s) for TAP will be (check at least one):

- Sex offender registration
- Law Enforcement activities (e.g. inquiries that pertain to investigations, arrests, criminal history disposition updates, entry of warrants, entry of misdemeanor crimes of domestic violence, maintenance of records that are entered)
- Entry of orders of protection
- Fingerprint-based record checks for foster care placement
- Investigations into child abuse/neglect/exploitation

## II. Community Resources and Using TAP

### Criminal Justice:

#### A. Law Enforcement

1. Does the Tribe have a law enforcement agency that enforces Tribal, Federal, and/or State criminal laws?

Yes

No (if no, go to B. Criminal Court)

2. Name of the law enforcement agency(s): \_\_\_\_\_

3. Is the law enforcement agency composed of:

Tribal officers

Bureau of Indian Affairs (BIA) Office of Justice Services (OJS) officers

Hybrid/Both

Other \_\_\_\_\_

4. Does the law enforcement agency have arrest authority under Tribal, State, or Federal law?

Yes

No

If yes, please check all that apply:

Tribal

State

Federal

5. Does the law enforcement agency provide dispatch services?

Yes

No

If yes, please check all that apply and indicate number of dispatch personnel:

Tribal \_\_\_\_\_

BIA OJS \_\_\_\_\_

Hybrid/Both \_\_\_\_\_

Other \_\_\_\_\_

**6. Does the law enforcement agency have sworn patrol officers?**

- Yes
- No

**If yes, please check all that apply and indicate number of sworn patrol officer personnel:**

- Tribal \_\_\_\_\_
- BIA OJS \_\_\_\_\_
- Hybrid/Both \_\_\_\_\_
- Other \_\_\_\_\_

**7. Does the law enforcement agency have sworn Criminal Investigators/Detectives?**

- Yes
- No

**If yes, please check all that apply and indicate number of criminal investigator/detective personnel:**

- Tribal \_\_\_\_\_
- BIA OJS \_\_\_\_\_
- Hybrid/Both \_\_\_\_\_
- Other \_\_\_\_\_

**8. Does the law enforcement agency have management/administration personnel?**

- Yes, how many of these are sworn? \_\_\_\_\_
- No

**9. Does the law enforcement agency(s) currently have access to FBI CJIS databases?**

- Yes
- No

**If yes, which personnel have access to FBI CJIS databases (check all that apply):**

- Dispatchers
- Sworn Patrol Officers
- Criminal Investigators/Detectives
- Management/Administrative Personnel

**If yes, describe which databases and how law enforcement personnel access them (i.e., through County, State, Local systems) and the type of access the law enforcement personnel have (query/entry).**

---

**10. Does the Tribe intend to have the law enforcement agency(ies) use TAP?**

- Yes
- No

**If yes, indicate which personnel the Tribe intends will use TAP:**

- Dispatchers
- Sworn Patrol Officers
- Criminal Investigators/Detectives
- Management/Administrative Personnel

**If yes, please indicate the Agency Director for the law enforcement agency:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**B. Criminal Court**

**1. Does the Tribe have a criminal court?**

- Yes
- No (if no, go to C. Prosecutor's Office)

**2. Does the Tribe have a criminal code that provides imprisonment as a possible penalty?**

- Yes
- No

**3. Does the criminal court currently have access to FBI CJIS databases?**

- Yes
- No

**If yes, please describe which databases and how the criminal court accesses them (i.e., through County, State, Local systems) and the type of access the criminal court has (query/entry).**

---

**4. Does the Tribe intend to have the criminal court use TAP?**

- Yes
- No

**If yes, please indicate the Agency Director for the criminal court:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**C. Prosecutor's Office**

**1. Does the Tribe have a prosecutor's office?**

- Yes
- No (if no, go to D. Pretrial Services)

**2. Does the prosecutor's office currently have access to FBI CJIS databases?**

- Yes
- No

**If yes, please describe which databases and how the prosecutor's office personnel access them (i.e., through County, State, Local systems) and the type of access the prosecutor's office personnel have (query/entry).**

---

**3. Does the Tribe intend to have the prosecutor's office use TAP?**

- Yes
- No

**If yes, please indicate the Agency Director for the prosecutor's office:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**D. Pretrial Services**

**1. Does the Tribe have a pretrial services office?**

- Yes
- No (if no, go to E. Corrections/Detention/Jail)

**2. Do pretrial services personnel currently have access to FBI CJIS databases?**

- Yes
- No

**If yes, please describe which databases and how pretrial services personnel access them (i.e., through County, State, Local systems) and the type of access pretrial services personnel have (query/entry).**

---

**3. Does the Tribe intend to have the pretrial services office use TAP?**

- Yes  
 No

**If yes, please indicate the Agency Director for pretrial services:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**E. Corrections/Detention/Jail**

**1. Does the Tribe have its own correctional/detention/jail facility?**

- Yes  
 No, continue to question 2 below

**If yes, does every inmate or detainee undergo a fingerprint-based booking?**

- Yes, all inmates and detainees undergo a booking  
 No, only certain inmates and detainees undergo a booking depending on their charge  
 No, inmates and detainees do not undergo a fingerprint-based booking.

**For those inmates or detainees who undergo a fingerprint-based booking, is that information submitted to FBI CJIS?**

- Yes  
 No

**2. If the Tribe does not have its own tribal detention facility, do Tribal arrestees or detainees undergo a fingerprint-based booking at another facility?**

- Yes, indicate where (e.g. county jail) \_\_\_\_\_  
 No

**If yes, indicate which ORI Tribal arrestees are booked under:**

- State Issued Tribal ORI (Attributable to the Tribe)  
 State/County/Local ORI (Attributable to the State or Local Law Enforcement Agency)



**3. Does the Tribe's correctional/detention/jail facility currently have access to submit a name-based record check to FBI CJIS databases?**

Yes

No

**If yes, please describe how corrections/detention personnel access FBI CJIS databases (i.e., through County, State, Local systems) and the type of access corrections/detention personnel have (query/entry).**

---

**4. Does the Tribe intend to have the Tribal correctional/detention/jail facility use TAP? (choose all that apply)**

Yes, for fingerprint-based bookings

Yes, for name-based record checks

Yes, for fingerprint-based identification and receipt of criminal history

No (If no, go to F. Probation/Parole)

**If yes to using TAP as stated in the above section, please indicate the Agency Director for the correctional/detention/jail facility:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**F. Probation/Parole**

**1. Does the Tribe have a probation/parole department?**

Yes

No (if no, go to the Non-Criminal Justice/Civil Section)

**2. Does the probation/parole department currently have access to FBI CJIS databases?**

Yes

No

**If yes, please describe which databases and how probation/parole personnel access them (i.e., through County, State, Local systems) and the type of access probation/parole personnel have (query/entry).**

---

**3. Does the Tribe intend to have the probation/parole department use TAP?**

- Yes
- No

**If yes, please indicate the Agency Director for the probation/parole department:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**Non-Criminal Justice/Civil**

**A. Sex Offender Registry**

**1. Does the Tribe have a sex offender registry authorized under the Adam Walsh Child Protection and Safety Act?**

- Yes
- No, (if no, go to B. Civil Courts)

**2. Which system does the Tribe use as their electronic sex offender management system and sex offender registry public facing website?**

- Tribe and Territory Sex Offender Registry System (TTSORS)
- Offender Watch
- State System
- Other

**3. How does the Tribe submit sex offender fingerprints and palm prints to the FBI?**

- Inked Card sent to State
- Electronic Scan sent to State
- Inked Card sent directly to FBI
- Electronic Scan sent directly to FBI
- Not at all
- Other \_\_\_\_\_

**4. How does the Tribe submit sex offender entries to the FBI National Criminal Information Center (NCIC) National Sex Offender Registry (NSOR)?**

- Through State system via access to a State terminal
- Form sent to State, County, Local for entry into NCIC/NSOR on Tribe's behalf
- Tribe does not submit to NSOR
- Other \_\_\_\_\_

**5. Do tribally registered sex offenders appear in FBI CJIS databases under the Tribe's State Issued Tribal ORI or the servicing agency's (State, County, Local) ORI?**

- State Issued Tribal ORI (Attributable to the Tribe)
- Servicing Agency ORI (Attributable to the State, County, or Local Law Enforcement Agency)
- Don't Know/Unsure

**6. Does the Tribe intend to use TAP to support the sex offender registration process? Check all that apply:**

- Yes, to submit fingerprints and palmprints
- Yes, to enter records into NCIC NSOR
- No

**If yes, please indicate the Agency Director for the sex offender registry:**

**Name/Title:** \_\_\_\_\_

**Name of Agency/Department:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**B. Civil Court**

**1. Does the Tribe have a civil court that issues orders of protection in domestic violence/stalking cases and/or adjudicates cases regarding mental health?**

- Yes
- No (if no, go to C. Tribally-Designated Housing Entities (Housing))

**2. Does the civil court currently have access to FBI CJIS databases?**

- Yes
- No

**If yes, please describe which databases and how civil court personnel access them (i.e., through County, State, Local systems) and the type of access civil courts personnel have (query/entry).**

\_\_\_\_\_

**3. Does the Tribe intend to have the civil court personnel use TAP for entry of orders of protection in domestic violence/stalking cases and/or adjudications in cases regarding mental health?**

- Yes
- No

**If yes, please indicate the Agency Director for the civil court:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**C. Tribally-Designated Housing Entities/Tribal Housing Departments**

**1. Does the Tribe have a Tribally-designated housing entity or a housing department that is part of the Tribal government that receives funds under the Native American Housing Assistance and Self-Determination Act and needs to perform background checks on applicants for employment or current and prospective tenants for purposes of applicant screening, lease enforcement, and/or eviction?**

Yes

No (if no, go to D. Child Protective Services)

**2. Does the Tribally-designated housing entity/Tribal housing department have a policy on how and when background checks are performed?**

Yes

No

**If yes, describe the policy:** \_\_\_\_\_

**3. Briefly describe how the Tribally-designated housing entity/Tribal housing department currently conducts background checks.**

\_\_\_\_\_

**4. Does the Tribally-designated housing entity/Tribal housing department currently have access to FBI CJIS databases?**

Yes

No

**If yes, please describe which databases and how the Tribally-designated housing entity/Tribal housing department personnel access them (i.e., through County, State, Local systems) and the type of access the Tribally-designated housing entity/Tribal housing department personnel have (query/entry).**

\_\_\_\_\_

**5. Does the Tribe intend to have the Tribally-designated housing entity/Tribal housing department use TAP?**

Yes

No

**If yes, please indicate the Agency Director for the Tribally-designated housing entity/Tribal housing department**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**D. Child Protective Services (responsible for child abuse/neglect investigations)**

**1. Does the Tribe have a child protective services agency?**

Yes

No (if no, go to E. Child Social Services (Foster Care))

**2. Does the child protective services agency currently have access to FBI CJIS databases?**

Yes

No

**If yes, please describe which databases and how child protective services personnel access them (i.e., through County, State, Local systems) and the type of access child protective services personnel have (query/entry).**

\_\_\_\_\_

**3. Does the Tribe intend to have the child protective services agency use TAP?**

Yes

No

**If yes, please indicate the Agency Director for the child protective services agency:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**E. Social Services (Foster-Care)**

**1. Does the Tribe have a social services agency that conducts record checks on prospective foster parents?**

Yes

No (if no, go to F. Health Care Facility)

**2. Does the social services agency currently have access to FBI CJIS databases?**

Yes

No

**If yes, please describe which databases and how the social services agency personnel access them (i.e., through County, State, Local systems) and the type of access the social services agency personnel have (query/entry).**

---

**3. Does the Tribe intend to have the social services agency use TAP?**

- Yes
- No

**If yes, please indicate the Agency Director for the social services agency:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**F. Child Support Enforcement**

**1. Does the Tribe have a child support enforcement agency?**

- Yes
- No (if no, go to I. Human Resources)

**2. Does the child support enforcement agency currently have access to driver's license and vehicle registration information?**

- Yes
- No

**If yes, please describe how the child support enforcement agency personnel have access (i.e., through County, State, Local systems).**

---

**3. Does the Tribe intend to have the child support enforcement agency use TAP for access to the International Justice and Public Safety Network(Nlets) for this purpose?**

- Yes
- No

**If yes, please indicate the Agency Director for the child support enforcement agency:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

**G. Human Resources**

**1. Does the Tribe have a Human Resources agency that conducts record checks on Tribal employees, prospective employees, or volunteers who have contact with or control over children?**

Yes

No (if no, go to Section III, Other TAP Requirements)

**2. Does the Human Resources agency currently have access to FBI CJIS databases?**

Yes

No

**If yes, please describe which databases and how Human Resource personnel access them (i.e., through County, State, Local systems) and the type of access Human Resource personnel have (query/entry).**

---

**If yes, please describe how the Tribe submits fingerprints now?**

---

**3. Does the Tribe intend to have the Human Resources agency use TAP for this purpose?**

Yes

No

**If yes, please indicate the Agency Director for the Human Resources agency:**

**Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

### III. Other TAP Requirements

#### A. Adherence to the CJIS Security Policy

We agree that we will adhere to the [CJIS Security Policy](#) and understand that misuse may result in access being discontinued. We agree that each agency within the Tribe that participates in TAP will assign and maintain a Terminal Agency Coordinator (TAC) to oversee CJIS systems access and adherence to the CJIS Security Policy. We also understand that CJIS systems access will be subject to audit by DOJ every three years.

#### B. Low/Non-Use

We agree that low or non-use of TAP may result in access being discontinued.

#### C. Tribal Executive Point of Contact

We agree to assign a Tribal point of contact who will remain involved in the TAP onboarding and vetting process through final deployment and continued use of the program. This individual needs to have the authority to make decisions across agencies and bring issues to higher level executives as needed. That person is identified below:

**POC Name/Title:** \_\_\_\_\_

**Phone and Email:** \_\_\_\_\_

#### D. FBI CJIS MOU

We agree to execute a Memorandum of Agreement (MOA) with FBI CJIS and pay the standard national user fees associated with fingerprint-based background checks for non-criminal justice purposes (user fees are not charged for the submission of sex offender registrations).

#### E. Documentation and Policies

We agree to provide necessary documentation and establish appropriate policies to adhere to the CJIS Security Policy and all relevant DOJ policies and agreements.

#### F. Individual User Requirements

We agree to ensure individual users of TAP establish appropriate accounts, take required training, successfully complete fingerprint-based background checks, and obtain necessary certification.

#### G. Participation in Deployment Day Training

We agree to ensure users of TAP participate in deployment training.





**Agency Signatures for Consent**

All Agency Directors that plan to use TAP must sign below.

_____ Name	_____ Signature	_____ Law Enforcement/Title
_____ Name	_____ Signature	_____ Criminal Court/Title
_____ Name	_____ Signature	_____ Prosecutor's Office/Title
_____ Name	_____ Signature	_____ Pretrial Services/Title
_____ Name	_____ Signature	_____ Corrections/Detention/Title
_____ Name	_____ Signature	_____ Probation/Parole/Title
_____ Name	_____ Signature	_____ SORNA Officer/Title
_____ Name	_____ Signature	_____ Civil Court/Title
_____ Name	_____ Signature	_____ Housing/Title
_____ Name	_____ Signature	_____ Child Protective Services/Title
_____ Name	_____ Signature	_____ Social Services /Title
_____ Name	_____ Signature	_____ Child Support Enforcement/Title
_____ Name	_____ Signature	_____ Human Resources/Title

## TAP Application Checklist

Section I: Demographic Information

Section II: Community Resources and Using TAP

### Criminal Justice Agencies

- A.  Law Enforcement
- B.  Criminal Court
- C.  Prosecutor's Office
- D.  Pretrial Services
- E.  Corrections/Detention/Jail
- F.  Probation/Parole

### Civil Agencies

- A.  Sex Offender Registry
- B.  Civil Court
- C.  Housing
- D.  Child Protective Services
- E.  Social Services (Foster Care)
- F.  Child Support Enforcement
- G.  Human Resources

Section III: Other TAP Requirements

Section IV: Required Resolution and Tribal Leadership and/or Tribal Executive Signature

The final application can be submitted as a PDF or saved as a word document and submitted no later than August 30, 2024 by 11:59 p.m. EST to [TAP.App@usdoj.gov](mailto:TAP.App@usdoj.gov). Please include the Tribe's name as part of the file name (e.g. [Tribe Name] – TAP Application).