

[Show with Compliance Responses](#)

## National Identity Services (NIS) Questionnaire

### Section: Fingerprinting/Application Process

#### 1). How is the fingerprint/application process completed?

» (Choose All That Apply)

Paper-Based  
Electronic

#### 2). What methods are used to capture and submit fingerprints?

» (Choose All That Apply)

Live Scan  
Fingerprint Card  
Other

#### 3). Prior to submission of fingerprints, does your Agency notify the individuals fingerprinted in writing that the fingerprints will be used to check the Criminal History Records of the FBI (28 C.F.R. 50.12(b))?

Yes  
No

#### 4). Prior to submission of fingerprints, does your Agency ensures that the applicant receives and acknowledges receipt of an Privacy Act Statement?

Yes  
No

#### 5). Does your Agency complete the Reason for Fingerprint (RFP) field to ensure that the correct RFP code/legal authority is used?

Yes  
No

#### 6). Does your Agency submit fingerprints for other agencies?

Yes  
No

### Section: Receipt of Criminal History Record Information (CHRI)

#### 1). Does your Agency receive CHRI results after the submission of a fingerprint-based transaction?

Yes  
No

#### 2). Does your Agency receive the CHRI?

» (Choose All That Apply)

Mail (hard copy)  
Email  
Live Scan Device

**3). Does your Agency receive a different response if there is a "No Record" vs. "Record"?**

Yes  
No

**4). Has your Agency received CHRI for which they have no application or knowledge of why the CHRI was received?**

Yes  
No

### Section: Use of Criminal History Record Information (CHRI)

**1). What is the CHRI used for?**

**2). What happens if there is a new purpose/need for CHRI?**

**3). Is CHRI reused after the initial inquiry?**

Yes  
No

**4). Who has access to the CHRI?**

» (Choose All That Apply)

Agency Staff  
Other Department  
Other Agency  
Contractor  
Other

**5). Is CHRI disseminated to any other entity?**

Yes  
No

### Section: Adjudication

**1). Does anyone other than the authorized recipient take part in the adjudication process?**

**2). Does your Agency use notification letters to notify other entities of the adjudication decision? Do the letters contain CHRI? Please provide an example in the space provided.**

**3). Does your agency use status notification to entities with "need-to-know" or "no-need-to-know" criteria?**

**4). Does your Agency handle charges without dispositions?**

**5). Does your Agency reach out to other jurisdictions for missing dispositions?**

**6). Does your Agency obtain arrest, disposition, or custody data from other sources (i.e. they reach out to other jurisdictions to get the records which appear on the FBI record)?**

» (Choose All That Apply)

Yes

No

N/A

### **Section: Applicant Involvement**

**1). Does your Agency provide the applicant an opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record (28 C.F.R.**

**50.12(b))?** This includes an individual with no record, an individual with record that could affect adjudication, and individual with record that would not affect adjudication.

Yes

No

» Primary question answered Yes

**1). Does your Agency advise the applicants of the procedures for obtaining a change, correction, or update of an FBI identification record, as set forth in 28 C.F.R. 16.34 (DO Process)? (28 C.F.R. 50.12 (b))**

Yes

No

**2). Does your Agency provide the applicant reasonable time to correct or complete the record?**

Yes

No

**2). Does your Agency disseminate CHRI during a public hearing?**

Yes

No

**3). Does your Agency disseminate CHRI to the individual of record?**

Yes

No

### Section: Handling of Criminal History Record Information (CHRI)

**1). Does your Agency disseminated CHRI to the public?**

Yes

No

**2). Does your Agency maintain CHRI in a manner accessible by the public (i.e. Website, open record request)?**

Yes

No

**3). Does your Agency have a retention policy/procedure for CHRI?**

Yes

No

**4). Does your Agency retain CHRI (hard copies or electronic), or documents containing CHRI?**

» (Choose All That Apply)

Yes

No

N/A

**5). If your Agency does retain CHRI (hard copies or electronic), or documents containing CHRI, how are they retained?**

» (Choose All That Apply)

Hard Copy (Case Files/Filing Cabinet)

Email (Email Server/Archive)

Scan (Shared Network Access)

Desktop (Not on Network File Share)

Website/Internet

**6). Where and how are hard copies of CHRI records stored?**

**7). Where and how are soft copies of CHRI records stored?**

**8). When retention of CHRI is no longer required, what is the method of disposal?**

» (Choose All That Apply)

Shred

Incinerate

Routine Trash

Other