

In order to submit fingerprints to the FBI for national criminal history records checks on employees of banking-related institutions or entities, the following is required:

- 1.) Your organization MUST be a federally chartered or insured banking institution.
- 2.) Your organization MUST choose an FBI pre-approved channeler from the attached list to use as a means to submit the fingerprints to the FBI.
- 3.) Your organization needs to submit a request letter indicating the selected channeler to the FBI Compact Officer for approval. (A sample letter is attached.)
- 4.) \*\*If your organization needs fingerprint cards, please include this information in the request letter to the FBI Compact Officer and those cards will be mailed out under separate cover.\*\*

The request letter can be submitted to the following:

Mr. Gary S. Barron  
FBI Compact Officer  
FBI CJIS Division  
Module D3  
1000 Custer Hollow Road  
Clarksburg, WV 26306  
Fax: 304-625-2539  
Email: [gary.barron@leo.gov](mailto:gary.barron@leo.gov)

Letter may be submitted through the USPS, fax or email.

- 5.) A response letter will be forwarded to your organization from the FBI Compact Officer within approximately 1-2 weeks from receipt of the letter with the appropriate reply.

Any questions, please contact Diane Shaffer at 304-625-2615.

**SAMPLE REQUEST LETTER  
FOR [insert Authorized Recipient's name] TO USE  
[insert Contractor's name] AS A CHANNELER FOR THE SUBMISSION OF  
AUTHORIZED NONCRIMINAL JUSTICE BACKGROUND CHECKS**

Mr. Gary S. Barron, FBI Compact Officer  
FBI CJIS Division  
1000 Custer Hollow Road, Module B3  
Clarksburg, West Virginia 26306

Dear Mr. Barron:

[Insert Authorized Recipient's name and address], the Authorized Recipient, requests permission to outsource noncriminal justice administrative functions to FBI-approved Channeler, [insert Contractor's name and address], the Contractor, to perform "Channeler" functions as set forth below. This request is made pursuant to Title 28, Code of Federal Regulations, Part 906 and the relevant Security and Management Control Outsourcing Standard. [Insert Authorized Recipient's name]'s authority to submit fingerprints for noncriminal justice purposes and obtain the results of the fingerprint search, which may contain criminal history record information (CHRI), is pursuant to [insert the legal citation of the statute, public law, or Federal executive order that requires or authorizes the Authorized Recipient to have access to CHRI]. This authority requires or authorizes fingerprint-based background checks of [insert all categories of current and prospective employees, licensees, or applicants for other benefits covered by the statute, public law, or federal executive order].

[Insert Contractor's name] will serve as a "Channeler" on behalf of [insert Authorized Recipient's name]. The noncriminal justice administrative functions to be performed by the Channeler that may result in Channeler access to CHRI on behalf of [insert Authorized Recipient's name] are:

- Receive noncriminal justice applicant fingerprint submissions and collect associated fees;
- Ensure each fingerprint submissions is properly and adequately completed;
- Electronically store and forward [insert estimated number of annual submissions] fingerprint transactions to the FBI's CJIS Division for national criminal history record checks;
- Receive electronic criminal history record check results from the FBI;
- Promptly disseminate all criminal history record check results to [insert Authorized Recipient's name] by [insert means of dissemination – e.g. United States mail, e-mail, or posting to a web site]; and
- Comply with all Outsourcing Standard requirements

[Insert Authorized Recipient's name] inquires of the FBI Compact Officer whether [insert Contractor's name] has any previous record of security violations. Upon execution of the Contract, [insert Authorized Recipient's name] will take responsibility for [insert Contractor's name] compliance with the terms of the Contract, to include the relevant Security and Management Control Outsourcing Standard, and will notify the FBI Compact Officer of any violations.

Sincerely,

[insert name]  
[insert title]  
[insert phone number]  
[insert email address]  
[insert fax number]



If you have any questions pertaining to National Background Check, Inc. please contact:

Michelle Moore  
FBI Channeling Supervisor  
Direct Line: 614.461.3020  
Email: [mmoore@fastfingerprints.com](mailto:mmoore@fastfingerprints.com)