

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

Mrs. Chasity Anderson, FBI Compact Officer  
FBI CJIS Division, Mod B3, CITU  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306

Dear FBI Compact Officer:

[Insert Authorized Recipient's name and address], the Authorized Recipient, requests permission to outsource noncriminal justice administrative functions to FBI-approved Channeler, **ACCURATE BIOMETRICS, INC.**, 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 Public Law 92-544. This authority requires or authorizes fingerprint-based background checks of Non-Exempt, Analyst, Officer, Assistant Vice President, Vice President, Senior Vice President, Deputy General Manager, General Manager, etc, employees.

[Insert Contractor's and Authorized Recipient's name] will execute a contract for Accurate Biometrics to perform the following "Channeler" functions on behalf of [insert Authorized Recipient's name]:

- Receive noncriminal justice applicant fingerprint submissions and collect the associated fees;
- Ensure fingerprint submissions are properly and adequately completed;
- Electronically forward [insert estimated number of annual submissions] fingerprint submissions to the FBI's CJIS Division for national criminal history record checks; and
- Receive electronic record check results for dissemination to [insert Authorized Recipient's name]

[Insert Authorized Recipient's name] inquires of the FBI Compact Officer whether Accurate Biometrics has any previous record of security violations. Upon execution of the Contract, [insert Authorized Recipient's name] will take responsibility for Accurate Biometrics 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]