



CJIS INFORMATION LETTER

June 2021

Enhancement of the CJIS Division's Biographic Verification Service

In 2006, the National Crime Prevention and Privacy Compact (Compact) Council provided input and direction regarding the FBI's policy to permit name checks for individuals whose fingerprints were rejected twice for image quality issues. The guidance was limited to federal, state, and regulatory agencies with established legal authorities for fingerprint submissions for noncriminal justice purposes. This policy allowed agencies to complete a CJIS Name Check Request form when their request met all the following conditions:

- ❖ The request was for noncriminal justice purposes, and
- ❖ The request was rejected twice for image quality issues, or
- ❖ The applicant was permanently physically unable to provide fingerprints, specifically double amputees.

In May 2019, the Compact Council approved a proposal to expand that policy to include those who are permanently incapable of physically providing legible fingerprint images due to amputation, illness, or some injury affecting their hands or fingers. The Compact Council adopted the definition of "permanently physically incapable" as:

An individual whose medical condition or disability permanently prevents the collection of any fingerprint impressions or quality impressions due to medical degradation of ridge detail. Also, an individual whose fingerprint impressions due to age or nature of work are determined to be illegible after two quality rejects for which the second submission included a new collection of fingerprints.

The policy authorizes agencies to perform a biographic query of the Next Generation Identification (NGI) System for individuals who are double amputees or who meet the definition of permanently physically incapable. The policy also establishes the processes for using the CJIS Biographic Verification Service, which is the new name for the previous Name Search Service.

The CJIS Biographic Verification Service should be considered only as a final attempt to request national criminal history information, because as a name-based search, it does not constitute a positive identification.

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***CJIS Information Letters* available on the Law Enforcement Enterprise Portal (LEEP)**

CJIS Information Letters are available via the Internet on LEEP at https://leo.cjis.gov/leoContent/lesig/cjis/general_information/newsletters/information_letter/ or by clicking on:

- Special Interest Group
- By Access Type
- Unrestricted
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- General Information Tab
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Users with questions concerning access to LEEP should contact the LEEP help desk by telephone at 888-334-4536.

In addition, this *CJIS Information Letter* will be sent to CJIS Systems Officers, State Identification Bureaus, and Compact Council members via email.

An agency wishing to use the CJIS Biographic Verification Service must email a completed CJIS Biographic Verification Request form to CJISBioVerify@fbi.gov. The CJIS Biographic Verification Request Form and instructions are accessible at <https://www.fbi.gov/services/cjis/fingerprints-and-other-biometrics>.

There are two categories of individuals identified in the Compact Council's definition of "permanently physically incapable." The area of the form the agency must complete depends on the conditions of the individual:

Permanently Physically Incapable or Double Amputee

The agency is not required to submit a completed fingerprint card or submission with "AMP," "All AMP," or similar notations for individuals who are double amputees or those whose medical conditions or disabilities prevent the collection of any fingerprint impression.

The agency should select "Permanently Physically Incapable or Double Amputee" as the reason for the request. All fields noted with an asterisk are required. If the form is incomplete or missing any required data fields, CJIS Division staff will not process the request and will return the form to the agency for correction and resubmission.

Fingerprint Impressions are Determined to be Illegible

Before submitting a CJIS Biographic Verification Request, the following criteria must be met:

- ❖ The agency must attempt to send the fingerprint submissions twice and receive a rejection response from the NGI System due to poor fingerprint quality.
- ❖ The second submission must have been a new collection of fingerprints. (Note that the NGI System cannot technically confirm the second submission was a new collection of fingerprints [rather than a resubmission of the first set of illegible fingerprints]. This procedure will be enforced through policy and audit.)
- ❖ The fingerprints must be from an individual whose fingerprints were illegible due to medical degradation of ridge detail, age, or nature of work.
- ❖ One of the rejection responses must have been the L0008 error message stating "The quality of the characteristics is too low to be used. Candidate(s) were found. Please resubmit a new set of fingerprints for comparison to the candidate(s)."

The agency should select "Fingerprint Impressions Are Determined To Be Illegible" as the reason for the request. All fields noted with an asterisk and the two Transaction Control Numbers associated with the rejected submissions are required. If the form is incomplete or missing any required data fields, CJIS Division staff will not process the request and will return the form to the agency for correction and resubmission.

The agency must submit the CJIS Biographic Verification Request within 90 days of the second rejection, and the second rejection should have been within 1 year of the first rejection.

The FBI's website at www.fbi.gov also provides guidance and training for taking fingerprints under special circumstances, such as deformed or missing fingers, fully amputated fingers, tip-amputated fingers, extra fingers, scarred fingers, and worn fingerprints.

For additional information about recording legible fingerprints or to request training, contact <https://fbi.gov/services/cjis/fingerprints-and-other-biometrics/recording-legible-fingerprints> or the CJIS Division's Customer Service Group by telephone at 304-625-5590 or by email at identity@fbi.gov.

CJIS BIOGRAPHIC VERIFICATION REQUEST

*ORI of State/Federal/Regulatory Agency: _____

Name and Address of requesting agency:

Name: _____

Address: _____

Name of agency's Point of Contact (POC) for the response: _____

Phone number of POC: _____

*Reason for Request: (Mark appropriate reason for request.)

Permanently Physically Incapable or Double Amputee (If selected, complete Section One)

An individual whose medical condition or disability permanently prevents the collection of any fingerprint impressions.

Fingerprint Impressions Are Determined To Be Illegible (If selected, complete Section Two)

An individual whose fingerprints impressions are of insufficient quality due to medical degradation of ridge detail, age or nature of work.

SECTION ONE: PERMANENTLY PHYSICALLY INCAPABLE OR DOUBLE AMPUTEE

*Name (Last, First, Middle): _____

*Date of Birth (MM/DD/YYYY): _____ *Sex: _____ *Race: _____

Alias Name (Last, First, Middle): _____ Place of Birth: _____

Social Security Number: _____ Miscellaneous Number: _____

State Identification Number: _____ OCA: _____

SECTION TWO: FINGERPRINT IMPRESSION ARE DETERMINED TO BE ILLEGIBLE

*Name (Last, First, Middle): _____

*Two TCNs of the subject's fingerprint submission one of which is required to be the L0008 error message with the caveat of "The quality of the characteristics is too low to be used. Candidate(s) were found. Please resubmit a new set of fingerprints for comparison to the candidate(s)."

(1) _____ (2) _____

*Asterisk fields are required in accordance with the type of request. E-mail the completed form to CJISBioVerify@fbi.gov. CJIS staff will respond to the original e-mail. The FBI notes the NGI System or FBI CJIS Division staff can neither confirm nor deny positive identification based on a biographical search.

See the latest posts on the *CJIS Link* blog

Learn how the FBI's Mobile Biometric Application helps special agents and task force members with criminal bookings, security vetting, and identification. Users get responses within minutes, which is especially beneficial for agents working in a remote area.

Find out how a phone call to the National Threat Operations Center led to the arrest of a fugitive who had been wanted since he escaped from prison in 1974.

Visit the *CJIS Link* blog at www.fbi.gov/services/cjis/cjis-link to learn how the programs and services administered by the FBI's CJIS Division can help your agency fight crime.

