

REQUEST LETTER
FOR THE (Name) **TRIBAL GAMING COMMISSION** TO USE
(Contractor's Name) AS A CONTRACTOR
FOR NONCRIMINAL JUSTICE ADMINISTRATIVE FUNCTIONS

February 7, 2020

Mrs. Chasity S. Anderson
Compact Officer, FBI Module D3
1000 Custer Hollow Road
Clarksburg, WV 26306

Dear Mrs. Anderson:

The (Name) **Tribal Gaming Commission**, the Authorized Recipient, requests permission to use the **(Contractor's Name)** as a contractor to outsource noncriminal justice administrative functions relating to the processing of criminal history record information (CHRI) on its behalf. This would include **[insert all functions that may apply. For example, obtaining missing dispositions, making determinations and recommendations, off-site storage of criminal history record information and its corresponding fingerprint submissions, etc.]** The **(Tribe) Tribal Gaming Commission** and the **(Contractor's Name)** are considering entering into an agreement in which **(Contractor's Name)** will act on the **(Tribe) Tribal Gaming Commission's** behalf in accordance with the Security and Management Control Outsourcing Standard (Outsourcing Standard) for Non-Channelers. The **(Tribe) Tribal Gaming Commission** is authorized to perform background checks pursuant to Title 25, United States Code (U.S.C.), §2701, et seq, also referred to as the "Indian Gaming Regulatory Act (IGRA)." Specifically, the National Indian Gaming Commission (NIGC) is authorized to submit fingerprints to the FBI on behalf of the **(Tribe) Tribal Gaming Commission** for Class II and III primary management officials and key employees of the Tribal gaming enterprises. "Key employee" and "primary management official" are defined in Title 25, Code of Federal Regulations (C.F.R.), §§502.14 and 502.19 respectively.

The **(Tribe) Tribal Gaming Commission** will execute a contractual agreement with the Contractor, incorporating by reference the Outsourcing Standard for Non-Channelers and the Criminal Justice Information Services (CJIS) Security Policy. Execution of the agreement will commence upon receiving written approval from the FBI Compact Officer and, upon request from the FBI Compact Officer, receipt of a copy of the executed agreement. **The Authorized Recipient shall certify to the FBI Compact Officer that an audit was conducted with the Contractor within 90 days of the date the Contractor first receives CHRI under the approved outsourcing agreement.**

If for any reason the agreement is terminated by either the Authorized Recipient or the Contractor, the Authorized Recipient will provide written notification to the FBI Compact Officer as soon as possible. All records of the Authorized Recipient held by the Contractor will be returned or destroyed, in accordance with the Outsourcing Standard and the CJIS Security Policy, and employees of the Contractor will no longer be allowed access to the CHRI records of the Authorized Recipients.

Upon execution of the Contract, the **(Tribe) Tribal Gaming Commission** will take responsibility for **(Contractor's Name)** compliance with the terms of the Contract, to include the Outsourcing Standard for Non-Channelers, and will notify the FBI Compact Officer of any violations.

Sincerely,

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

cc: iso@nigc.gov
