REQUEST LETTER

FOR THE (Name) **TRIBAL GAMING REGULATORY AUTHORITY** TO USE

**(Contractor’s Name)** AS A CONTRACTOR

FOR NONCRIMINAL JUSTICE ADMINISTRATIVE FUNCTIONS

July 21, 2025

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

Dear Mrs. Anderson:

The **(Tribe’s Name)** **Tribal Gaming Commission or Tribal Gaming Regulatory Authority (TGRA)**, 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 apply. Please note that you are not required to send a copy of the contract, unless it is requested by the FBI Compact Officer]. [Refer to the [Outsourcing Agreement and](https://www.nigc.gov/wp-content/uploads/2025/07/20250224_Outsourcing_Standard_Guide.pdf) Outsourcing Standard Guide at [CJIS Resource Materials | National Indian Gaming Commission (nigc.gov)](https://www.nigc.gov/technology/cjis-resource-materials) for examples and scenarios.]

The **(Tribe) TGRA** and the **(Contractor’s Name)** are considering entering into an agreement in which **(Contractor’s Name)** will act on the **(Tribe) TGRA’s** behalf in accordance with the Security and Management Control Outsourcing Standard (Outsourcing Standard) for Non-Channeling. The **(Tribe) TGRA** is authorized to perform background checks pursuant to the Indian Gaming Regulatory Act (IGRA), 25 U.S.C. § 2701, *et seq.*. Specifically, the National Indian Gaming Commission (NIGC) is authorized to submit fingerprints to the FBI on behalf of the **(Tribe) TGRA** for Class II and III primary management officials and key employees of the tribal gaming enterprise.[[1]](#footnote-1) “Key employee” and “primary management official” are defined in NIGC regulations, 25 C.F.R. §§ 502.14 and 502.19, respectively. And “Gaming Enterprise” and “Tribal Gaming Regulatory Authority (TGRA)” are defined in 25 C.F.R. §§ 502.25 and 502.26, respectively.

The **(Tribe) TGRA** will execute a contract with the **(Contractor’s name)**, incorporating by reference the Outsourcing Standard for Non-Channeling and the Criminal Justice Information Services (CJIS) Security Policy. Execution of the contract will commence upon receiving written permission from you, the FBI Compact Officer.

Upon approval, the appointed **(Tribe) TGRA** Security Officer (ARSO) will be: **(Name and contact information of ARSO).**

If for any reason the contract is terminated by either the **(Tribe) TGRA** or **(Contractor’s name)**, the **(Tribe) TGRA** will provide written notification to you, the FBI Compact Officer, as soon as possible.

Upon execution of the contract, the **(Tribe) TGRA** will monitor and enforce (**Contractor’s Name)** compliance with the terms of the Contract, including the [Security and Management Control Outsourcing Standard for Non-Channeling](https://www.fbi.gov/file-repository/compact-council-security-and-management-control-outsourcing-standard-for-non-channeling.pdf/view), and will notify you, the FBI Compact Officer, of any violations.

Sincerely,

[**insert name**] [**insert title**] [**insert address**]

[**insert phone number**] [**insert email address**]

**cc:** [**iso@nigc.gov**](mailto:iso@nigc.gov)

1. *See* FBI-NIGC MOU re: Noncriminal Justice Fingerprint Submissions (Jan. 17, 2020). [↑](#footnote-ref-1)