TRIBAL ACCESS PROGRAM
FOR NATIONAL CRIME INFORMATION
ENSURING THE EXCHANGE OF CRITICAL DATA

TAP

Workstation Shipping Form and

OpenFox Messenger Configuration Selection Form

Please return this form to TAP with the workstation delivery information along with photos of the where the TAP workstation and OFM copies will be located (especially pictures of entry way and if there are any windows)

***IMPORTANT – The shipment address for the Kiosk and Workstation equipment: It needs to be delivered to exactly where the workstation will be installed (kiosk weighs 260 lbs.}. A P. O. Box is not acceptable.

Tribal Name and Agency Name of the delivery location Tribal Name: Agency Name:			
Shipment Delivery Address/Room Number (cannot be a PO Box):	City:	State:	Zip:
Shipment Address Description – *If the building does not have a "house" number provide additional information for the truck driver to find the correct building: the nearest street or highway intersection, signs on the building, a physical description of building, and the GPS latitude / longitude coordinates).*			
Name of Primary Contact Person at delivery location:			
Phone Number(s) Mobile: Office:	Email Address:		
Name of Secondary Contact Person at delivery location:			
Phone Number(s) Mobile: Office:	Email Address:		

The Tribal POC listed above has to be at the building in-person when the shipping company arrives, to sign for and receive the kiosk.

TAP team provides a single workstation with a cabinet and specs are as follows:

Hardware and Software:

- DOJ will provide a personal computer (PC) with the MESA application to access NGI, a set of web browsers (to access LEEP, N-DEx, and NICS), monitor, keyboard, mouse, livescan, camera, flatbed scanner, printer, and power supply.

Cabinet:

- DOJ will provide a cabinet that will "house" the following items: DOJ PC, monitor, keyboard, mouse, livescan, camera, and power supply.
- The Tribe will provide table or desk for the flatbed scanner and printer.

Select Camera Placement

Camera is above on the Left or Right side of the Kiosk, think about where you will place the Kiosk in relation to walls and obsticals, and where you want the operator to stand in relation to the person being photographed and fingerprinted.

Camera on the Left side of the Monitor, Kiosk Operator will be to the right side of the person being photographed and fingerprinted.

Camera on the Right side of the Monitor, Kiosk Operator will be to the Left side of the person being photographed and fingerprinted.

- You would like the Camera on the _____ (LEFT, RIGHT)

Select OpenFox Messenger Configuration

Option 1:

- The first copy of OpenFox Messenger is installed on the TAP Kiosk PC

- The second copy of Open Fox Messenger is installed on a separate Tribally-owned PC, located at:_____

- A third copy of Open Fox Messenger is available for the Tribe's SORNA Officer. Please indicate individual's name and email address: _____

Option 2:

- The first copy of Open Fox Messenger is installed on a separate Tribally-owned PC, located at:_____

- The second copy of Open Fox Messenger is installed on a separate Tribally-owned PC, located at:_____

- A third copy of Open Fox Messenger is available for the Tribe's SORNA Officer. Please indicate individual's name and email address: _____