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| --- | --- | --- | --- | --- |
| **Type of Criminal Justice Agency (CJA) Applicant** | **Select the appropriate**  **Criminal TOT** | **Select the ORI of the Criminal Justice Agency that the applicant is applying with or employed by** | **Select Reason Fingerprinted**  **(RFP)** | **Email address to Submit Prints from your LEEP Account** |
| Criminal Justice Agency personnel working directly for the agency | Federal Applicant  No Charge  (FANC) | Law Enforcement: \_\_\_\_\_ DIT\_\_\_\_\_\_00  Prosecutor: \_\_\_\_\_ DIT\_\_\_\_\_\_A  Corrections: \_\_\_\_\_ DIT\_\_\_\_\_\_C  Criminal Court: \_\_\_\_\_ DIT\_\_\_\_\_\_J  Probation: \_\_\_\_\_ DIT\_\_\_\_\_\_G  Pretrial Services: \_\_\_\_\_ DIT\_\_\_\_\_\_B | 28 CFR 20-33 a 1 | [**submit@cas.doj.gov**](mailto:submit@cas.doj.gov) |
| Criminal Justice Agency contractors or vendors that are not under management control of the CJA | Federal Applicant  User Fee  (FAUF) | 28 CFR 20-33 a 7 |

# Fingerprint-Based Record Check “Cheat Sheet” for

# Criminal Justice Agency Applicant Screening for Employment Purposes

# Fingerprint-Based Record Check “Cheat Sheet” for

# Non-Criminal Justice Agency Screening for Civil Purposes

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| **Type of NCJA personnel to be fingerprinted** | **Select the following**  **Civil TOT** | **Select the ORI of the agency the person is applying with or employed by** | **Select Reason Fingerprinted**  **(RFP)** | **Email address to Submit Prints from your LEEP Account** |
| Employees, Prospective Employees, or Volunteers who have contact and control over Indian Children  *Cannot perform general employment checks (e.g. Finance/Budget and Human Resources personnel)* | Federal Applicant  User Fee  (FAUF) | Social Services: \_\_\_\_DIT\_\_\_\_\_\_\_Z  Human Resources: \_\_\_\_DIT\_\_\_\_Z | Public Law 101-630  *Enter brief description in the free text RFP field (e.g. foster care, school teacher, bus driver)* | [**submit@cas.doj.gov**](mailto:submit@cas.doj.gov) |
| Follow-up Fingerprints for Purpose Code X placements through BIA Program   * Tribe must have applied for and been accepted in the BIA Purpose Code X Program * WA, AZ, MT must follow their state’s Purpose Code X process and should not use the TAP workstation | Social Services: \_\_\_\_DIT\_\_\_\_\_\_\_Z | Public Law 101-630  Emergency Placement  *NOTICE: Within 15 calendar days of placement, if the child is still in in the emergency placement, a fingerprint-based record check must be performed on all adult household members.* |
| Employees or Prospective Employees of Public Housing Agency and Adult applicants or tenants receiving housing assistance for the purposes of screening, lease enforcement or eviction | Housing: \_\_\_\_ DIT\_\_\_\_\_\_Q | 25 USC 4138  *Enter brief description in the free text RFP field (e.g. tenant, employee)* |