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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 ApplicantNo Charge(FANC) | Law Enforcement: \_\_\_\_\_ DIT\_\_\_\_\_\_00Prosecutor: \_\_\_\_\_ DIT\_\_\_\_\_\_ACorrections: \_\_\_\_\_ DIT\_\_\_\_\_\_CCriminal Court: \_\_\_\_\_ DIT\_\_\_\_\_\_JProbation: \_\_\_\_\_ DIT\_\_\_\_\_\_GPretrial Services: \_\_\_\_\_ DIT\_\_\_\_\_\_B | 28 CFR 20-33 a 1 | **submit@cas.doj.gov** |
| Criminal Justice Agency contractors or vendors that are not under management control of the CJA | Federal ApplicantUser 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\_\_\_\_\_\_\_ZHuman 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** |
| 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)* |