

Job Aid | Appropriate Reason Fingerprinted (RFP) Combinations

Purpose: Provide a quick visual guide to the only current authorized uses of Reason Fingerprinted based upon your Agency/ORI type. This job aid provides an overview of the proper combinations of these field and may be placed next to the kiosk for easy reference.

Criminal Justice Agency (CJA) ORI ends with “0, A, C, J, G, or B”

Who can be fingerprinted	TOT	Select ORI	Select Reason Fingerprinted	Email EFT
CJA personnel working directly for the agency	FANC	Your ORI ending in 0, A, C, J, G, and B	28 CFR 20-33 a 1	submit@cas.doj.gov
CJA contractors or vendors that are not under management control of the CJA	FAUF		28 CFR 20-33 a 7	submit@cas.doj.gov

Non-Criminal Justice Agency (NCJA) (ORI ends with a “Z”)

Who can be fingerprinted	TOT	Select ORI	Select Reason Fingerprinted	Email EFT
Employees, Prospective Employees, or Volunteers who have contact and control over Indian Children	FAUF	Your Z ending ORI	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

Housing Agency (ORI ends with a “Q”)

Who can be fingerprinted	TOT	Select ORI	Select Reason Fingerprinted	Email EFT
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	FAUF	Your Q ending ORI	25 USC 4138 then enter brief description in the free text RFP field (e.g. tenant, employee)	submit@cas.doj.gov

Social Services Agency Accepted in BIA Purpose Code X Program

Who can be fingerprinted	TOT	Select ORI	Select Reason Fingerprinted	Email EFT
Individuals your agency submitted to BIA for a name based Emergency Placement check	FAUF	Your Z ending ORI	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.	submit@cas.doj.gov