AUTHORIZED AGENCY CONTRACT LANGUAGE TEMPLATE

NON-CHANNELING NON-CRIMINAL JUSTICE ADMINISTRATIVE FUNCTIONS

CONTRACT BETWEEN

[**AUTHORIZED RECIPIENT’S NAME**]

AND

[**CONTRACTOR’S NAME**]

REGARDING OUTSOURCING

NONCRIMINAL JUSTICE ADMINISTRATIVE FUNCTIONS

This contract is entered into between [**insert Authorized Recipient’s name and address**], the Authorized Recipient, and [**insert Contractor’s name and address**], the Contractor, under the terms of which the Authorized Recipient is outsourcing the performance of noncriminal justice administrative functions involving the handling of criminal history record information (CHRI) pursuant to Title 28, Code of Federal Regulations, Part 906 and the Security and Management Control Outsourcing Standard (Outsourcing Standard)for Non‐Channelers. The most current version of the Outsourcing Standard is incorporated by reference into this contract and appended hereto as Attachment “[**insert**]”.

The Authorized Recipient's authority to submit fingerprints for noncriminal justice purposes and obtain the results of the fingerprint search, which may contain CHRI, is [**insert the legal citation of the federal statutory authority or executive order that requires or authorizes the Authorized Recipient to have access to CHRI**]. This authority requires or authorizes fingerprint‐based background checks of [**insert all categories of current and prospective employees, licensees, or applicants for other benefits covered by federal statutory authority or executive order**].

The specific noncriminal justice administrative function to be performed by the Contractor that involve access to CHRI on behalf of the Authorized Recipient is to [**insert specific noncriminal justice administrative functions to be performed; i.e., missing dispositions, fitness determinations, storing criminal history record check results**].

[**Insert Contractor’s name**] will comply with the Outsourcing Standard requirements, to include the *CJIS Security Policy*, and other legal authorities to ensure adequate privacy and security of personally identifiable information and criminal history record check results related to this contract, and will ensure that all such data is returned to the Authorized Recipient as soon as no longer needed for the performance of contractual duties.

NOTE: A copy of the signature page with dates should be included with the contract.