Request Letter

for [**insert Authorized Recipient’s name**] to use[**insert contractor’s name**] as a contractor for noncriminal justice administrative functions

CJIS Systems Officer James Anderson

Washington State Patrol

PO Box 42619

Olympia, WA 98504-2619

Dear Mr. Anderson:

[**Insert Authorized Recipient agency name**], the Authorized Recipient, requests permission to use [**insert contractor’s name**] as a contractor to outsource noncriminal justice administrative functions relating to the processing of criminal history record information (CHRI) on our behalf. This would include **[insert specific work to be performed on your behalf: shredding, IT services, off site media storage, scanning services, etc.]** [**insert Authorized Recipient’s name**] and [i**nsert contractor’s name**] have entered into an agreement in which [**insert contractor’s name**] will act on our behalf in accordance with the Security and Management Control Outsourcing Standard (Outsourcing Standard) for Non‐Channelers. [**insert Authorized Recipient’s name**] is authorized to perform background checks pursuant to the [**insert the legal citation of the statute or public law that requires or authorizes the Authorized Recipient to have access to CHRI**.]

Upon execution of the Contract, [**insert Authorized Recipient’s name**] will take responsibility for [**insert contractor’s name**] compliance with the terms of the Contract, to include the Outsourcing Standard for Non‐Channelers, and will notify the FBI Compact Officer of any violations.

Sincerely,

[insert name] [insert title] [insert address]

[insert phone number] [insert email address] [insert fax number]

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| **For Washington State Patrol Use Only** |
| **Approved  Not Approved** |
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