

Sample Contract Language
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 relevant Security and Management Control Outsourcing Standard (Outsourcing Standard), and the relevant CJIS Security Policy. The most current version of the Outsourcing Standard and CJIS Security Policy are incorporated by reference into this contract and appended hereto as Attachments [insert attachment #].

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 state statute]. 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 state statute].

The specific noncriminal justice administrative function(s) 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, e.g., obtaining missing dispositions, making fitness determinations and/or recommendations, storing criminal history record check results].

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

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