TAC FORMS- IT'S ALL IN THE DETAILS

TAC CONFERENCE 2020

NEW TAC OR ALT TAC

New TAC: Agency Administrator submits request on agency letterhead with signature

New Alt TAC: Agency Administrator or TAC submits request via email

TAC OR ALT TAC

Majority of the forms can be completed by

the TAC or Alt TAC

EXCEPT the Criminal Justice Agency Agreement

BCI FORMS

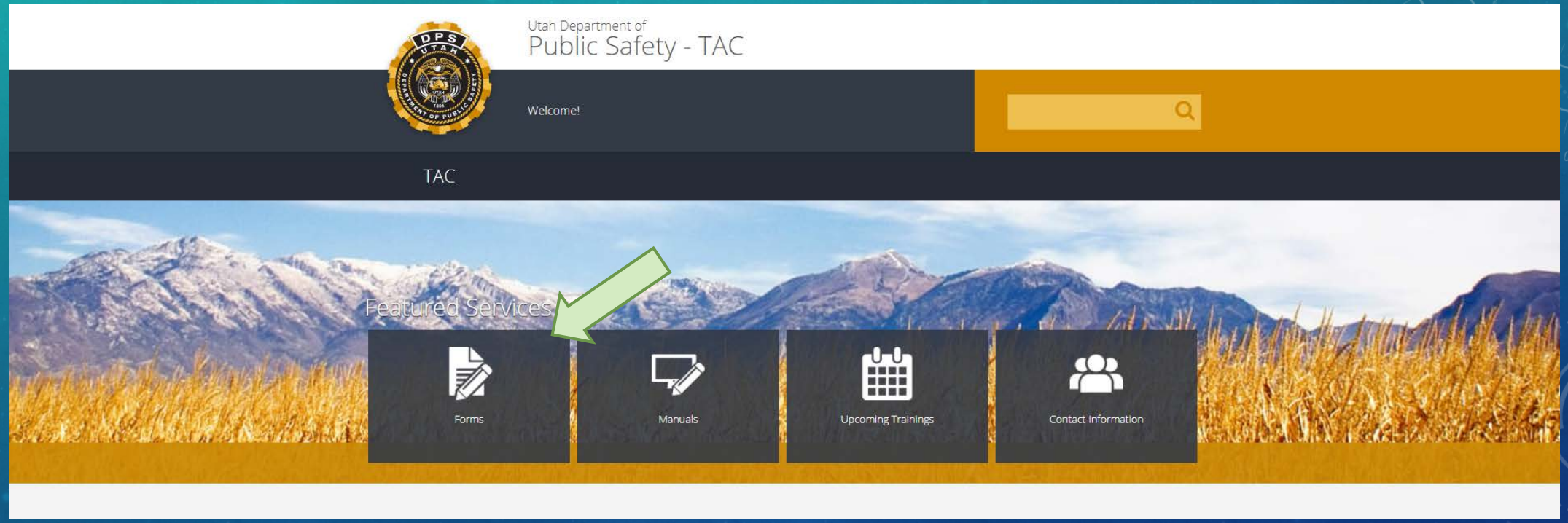
Annually OR Biannually updated

Always use newest form available

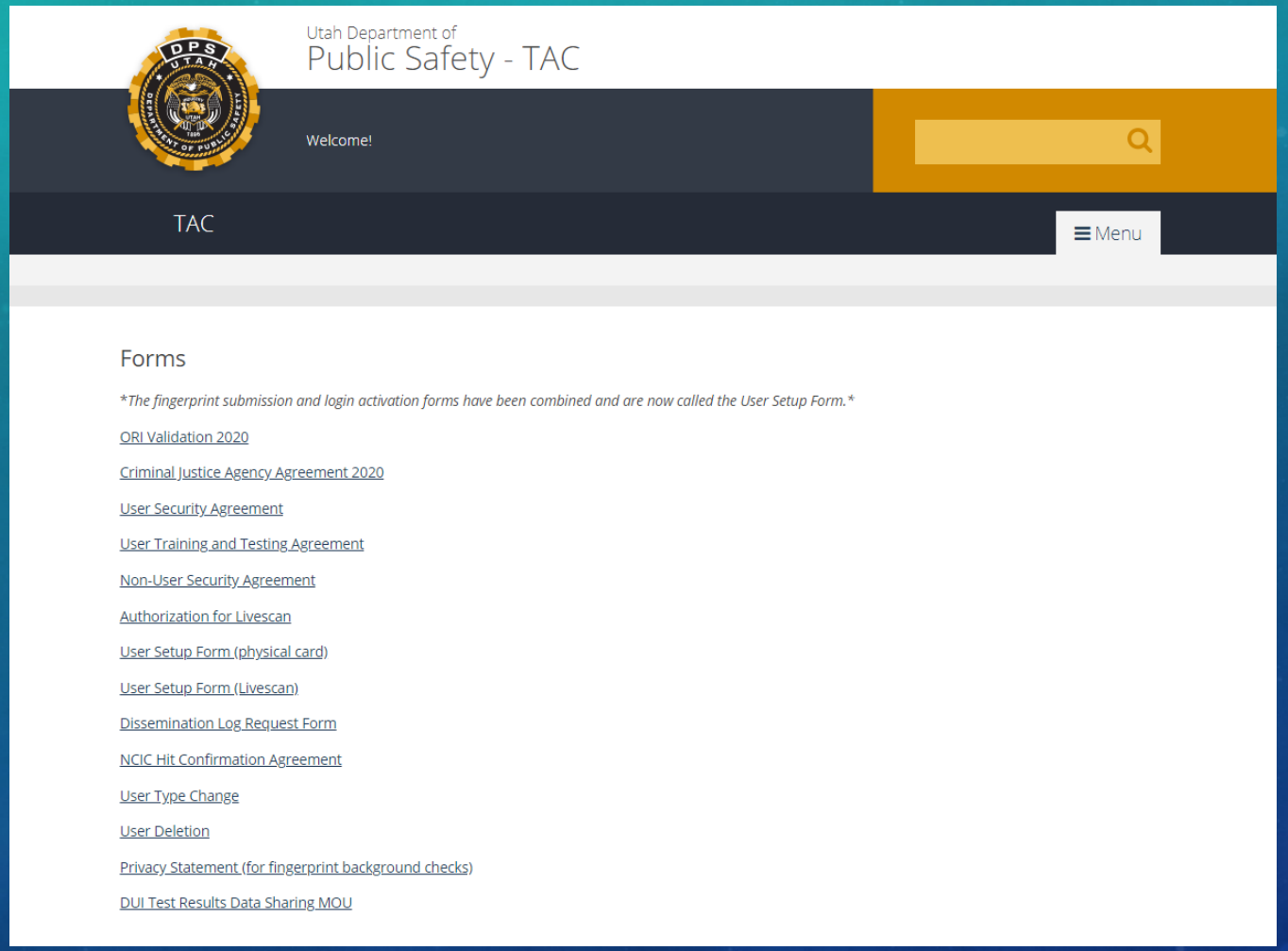
Most current and up-to-date forms are on the TAC Website

Forms can be requested from Field Services Representative

TAC WEBSITE HTTPS: //UCJIS-TAC.UTAH.GOV/



TAC WEBSITE


Utah Department of
Public Safety - TAC
Welcome!
TAC
Menu
Forms
The fingerprint submission and login activation forms have been combined and are now called the User Setup Form.
ORI Validation 2020
Criminal Justice Agency Agreement 2020
User Security Agreement
User Training and Testing Agreement
Non-User Security Agreement
Authorization for Livescan
User Setup Form (physical card)
User Setup Form (Livescan)
Dissemination Log Request Form
NCIC Hit Confirmation Agreement
User Type Change
User Deletion
Privacy Statement (for fingerprint background checks)
DUI Test Results Data Sharing MOU

CHECK LIST

"ADD" User

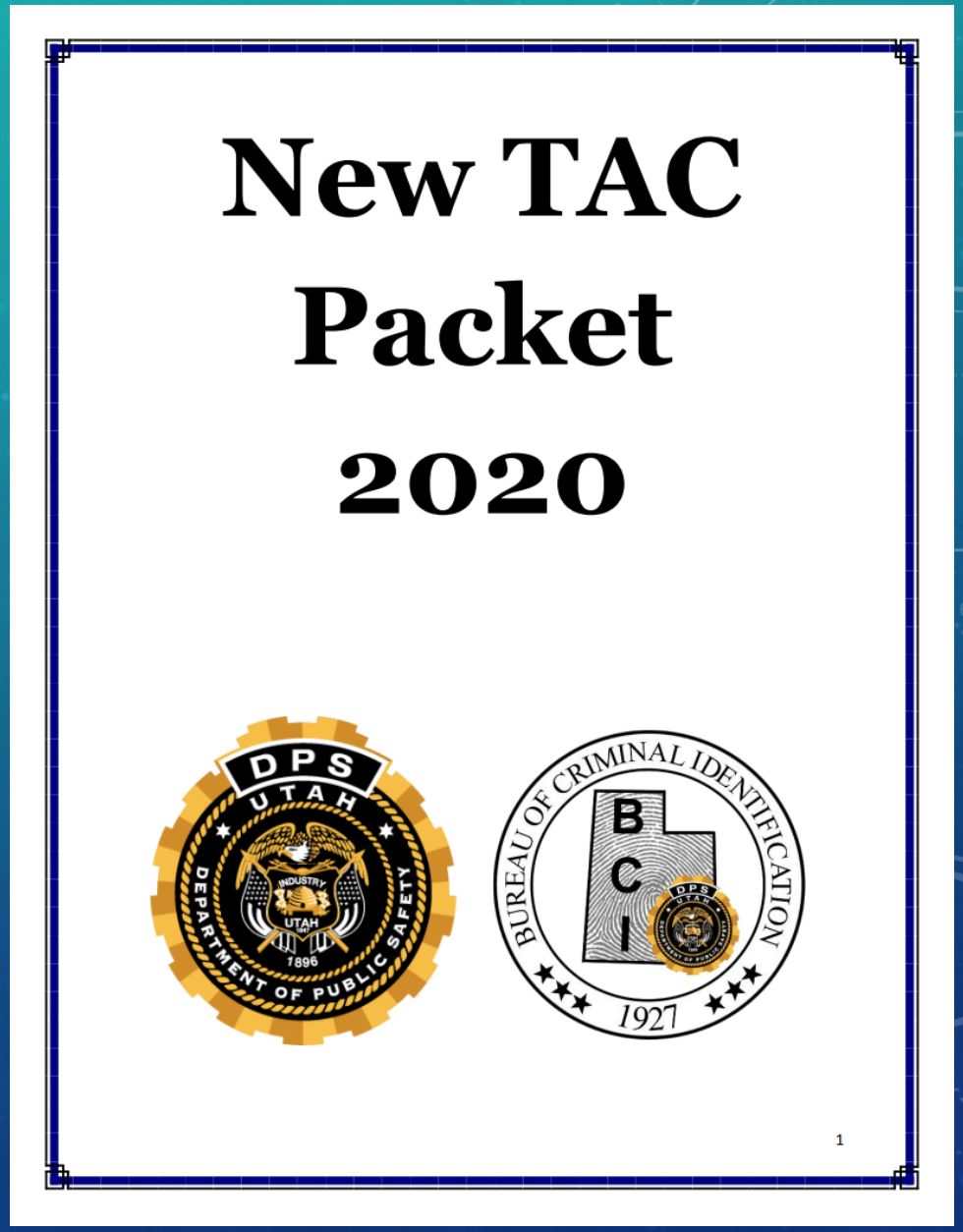
Fingerprint

User Setup Form

User Security Agreement

User Testing Agreement & CERT

User Deletion Form



AGENCY AGREEMENTS

As a TAC you are responsible for getting the annual Agency Agreements in once a year

Those agreements will be emailed out by your Field Services Representative and will be due by June 30 of the current year

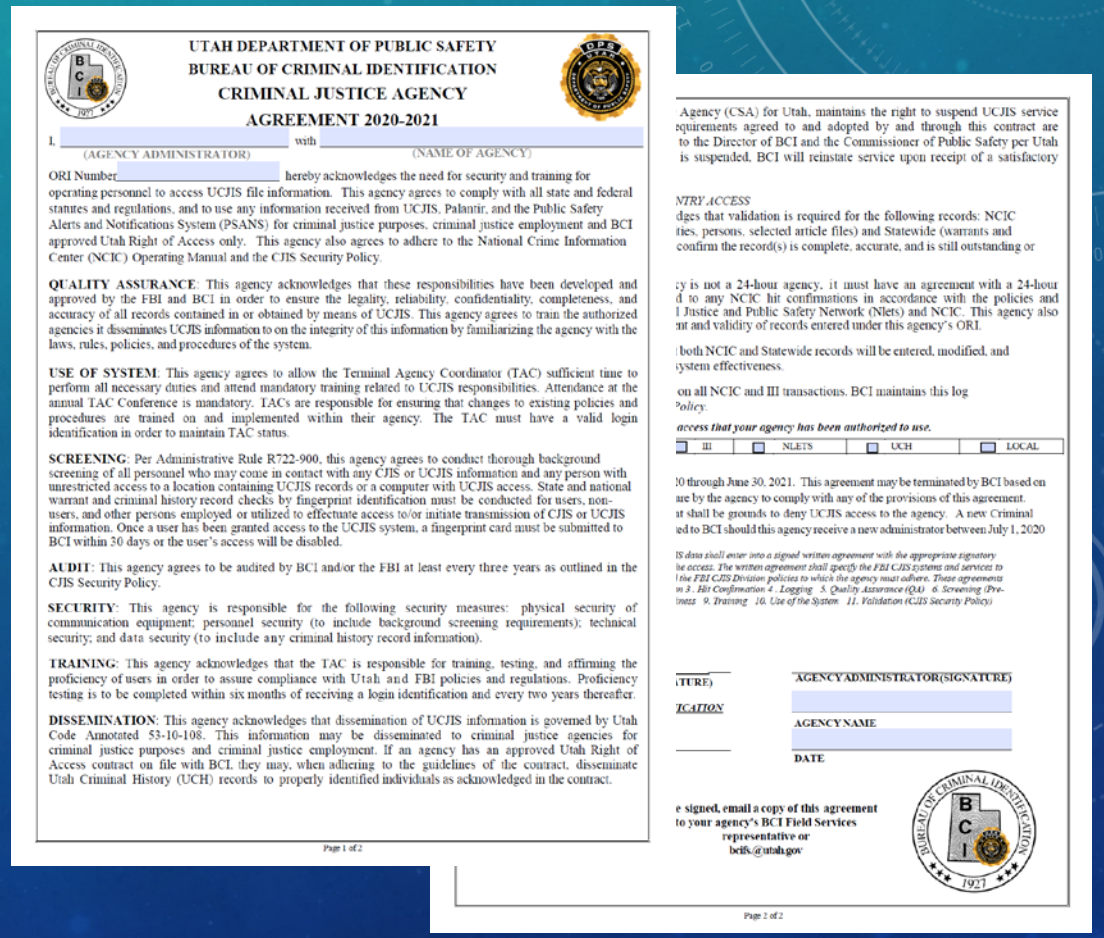
AGENCY AGREEMENTS

The Criminal Justice Agency Agreement will need to be signed/dated by your agency administrator and sent back in to your Field Services Representative

The ORI Validation form will be filled out by you as the TAC and sent back in to BCI with the Criminal Justice Agency Agreement

CRIMINAL JUSTICE AGENCY AGREEMENT

Quality Assurance
Use Of System
Screening
Audit
Security
Training
Dissemination
Misuse
NCIC Agencies



UTAH DEPARTMENT OF PUBLIC SAFETY
BUREAU OF CRIMINAL IDENTIFICATION
CRIMINAL JUSTICE AGENCY
AGREEMENT 2020-2021

I, _____ with _____
(AGENCY ADMINISTRATOR) (NAME OF AGENCY)

ORI Number _____ hereby acknowledges the need for security and training for operating personnel to access UCJIS file information. This agency agrees to comply with all state and federal statutes and regulations, and to use any information received from UCJIS, Palantir, and the Public Safety Alerts and Notifications System (PSANS) for criminal justice purposes, criminal justice employment and BCI approved Utah Right of Access only. This agency also agrees to adhere to the National Crime Information Center (NCIC) Operating Manual and the CJIS Security Policy.

QUALITY ASSURANCE: This agency acknowledges that these responsibilities have been developed and approved by the FBI and BCI in order to ensure the legality, reliability, confidentiality, completeness, and accuracy of all records contained in or obtained by means of UCJIS. This agency agrees to train the authorized agencies it disseminates UCJIS information to on the integrity of this information by familiarizing the agency with the laws, rules, policies, and procedures of the system.

USE OF SYSTEM: This agency agrees to allow the Terminal Agency Coordinator (TAC) sufficient time to perform all necessary duties and attend mandatory training related to UCJIS responsibilities. Attendance at the annual TAC Conference is mandatory. TACs are responsible for ensuring that changes to existing policies and procedures are trained on and implemented within their agency. The TAC must have a valid login identification in order to maintain TAC status.

SCREENING: Per Administrative Rule R722-900, this agency agrees to conduct thorough background screening of all personnel who may come in contact with any CJIS or UCJIS information and any person with unrestricted access to a location containing UCJIS records or a computer with UCJIS access. State and national warrant and criminal history record checks by fingerprint identification must be conducted for users, non-users, and other persons employed or utilized to effectuate access to/or initiate transmission of CJIS or UCJIS information. Once a user has been granted access to the UCJIS system, a fingerprint card must be submitted to BCI within 30 days or the user's access will be disabled.

AUDIT: This agency agrees to be audited by BCI and/or the FBI at least every three years as outlined in the CJIS Security Policy.

SECURITY: This agency is responsible for the following security measures: physical security of communication equipment; personnel security (to include background screening requirements); technical security; and data security (to include any criminal history record information).

TRAINING: This agency acknowledges that the TAC is responsible for training, testing, and affirming the proficiency of users in order to assure compliance with Utah and FBI policies and regulations. Proficiency testing is to be completed within six months of receiving a login identification and every two years thereafter.

DISSEMINATION: This agency acknowledges that dissemination of UCJIS information is governed by Utah Code Annotated 53-10-108. This information may be disseminated to criminal justice agencies for criminal justice purposes and criminal justice employment. If an agency has an approved Utah Right of Access contract on file with BCI, they may, when adhering to the guidelines of the contract, disseminate Utah Criminal History (UCH) records to properly identified individuals as acknowledged in the contract.

Page 1 of 2

Agency (CSA) for Utah, maintains the right to suspend UCJIS service equirements agreed to and adopted by and through this contract are to the Director of BCI and the Commissioner of Public Safety per Utah is suspended, BCI will reinstate service upon receipt of a satisfactory

NTRY ACCESS
dges that validation is required for the following records: NCIC ties, persons, selected article files) and Statewide (warrants and confirm the record(s) is complete, accurate, and is still outstanding or

cy is not a 24-hour agency, it must have an agreement with a 24-hour d to any NCIC hit confirmations in accordance with the policies and l Justice and Public Safety Network (Nlets) and NCIC. This agency also nt and validity of records entered under this agency's ORI.

both NCIC and Statewide records will be entered, modified, and system effectiveness.

on all NCIC and III transactions. BCI maintains this log *Policy.*

access that your agency has been authorized to use.

III	NLETS	UCH	LOCAL

)0 through June 30, 2021. This agreement may be terminated by BCI based on ure by the agency to comply with any of the provisions of this agreement. at shall be grounds to deny UCJIS access to the agency. A new Criminal ed to BCI should this agency receive a new administrator between July 1, 2020

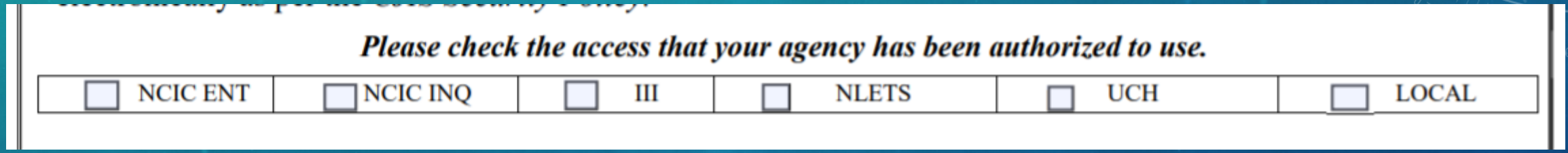
IS data shall enter into a signed written agreement with the appropriate signatory he access. The written agreement shall specify the FBI CJIS systems and services to l the FBI CJIS Division policies to which the agency must adhere. These agreements m 3. Hit Confirmation 4. Logging 5. Quality Assurance (QA) 6. Screening (Pre- tness 9. Training 10. Use of the System 11. Validation (CJIS Security Policy)

(TURE) _____ AGENCY ADMINISTRATOR (SIGNATURE)
TCATION _____
AGENCY NAME
_____ DATE

e signed, email a copy of this agreement to your agency's BCI Field Services representative or bcifs.@utah.gov

Page 2 of 2

CRIMINAL JUSTICE AGENCY AGREEMENT



Please check the access that your agency has been authorized to use.

☐ NCIC ENT	☐ NCIC INQ	☐ III	☐ NLETS	☐ UCH	☐ LOCAL

The Administrator will indicate on this form what access your agency has be authorized to use

ORI VALIDATION FORM

Agency

Administrator

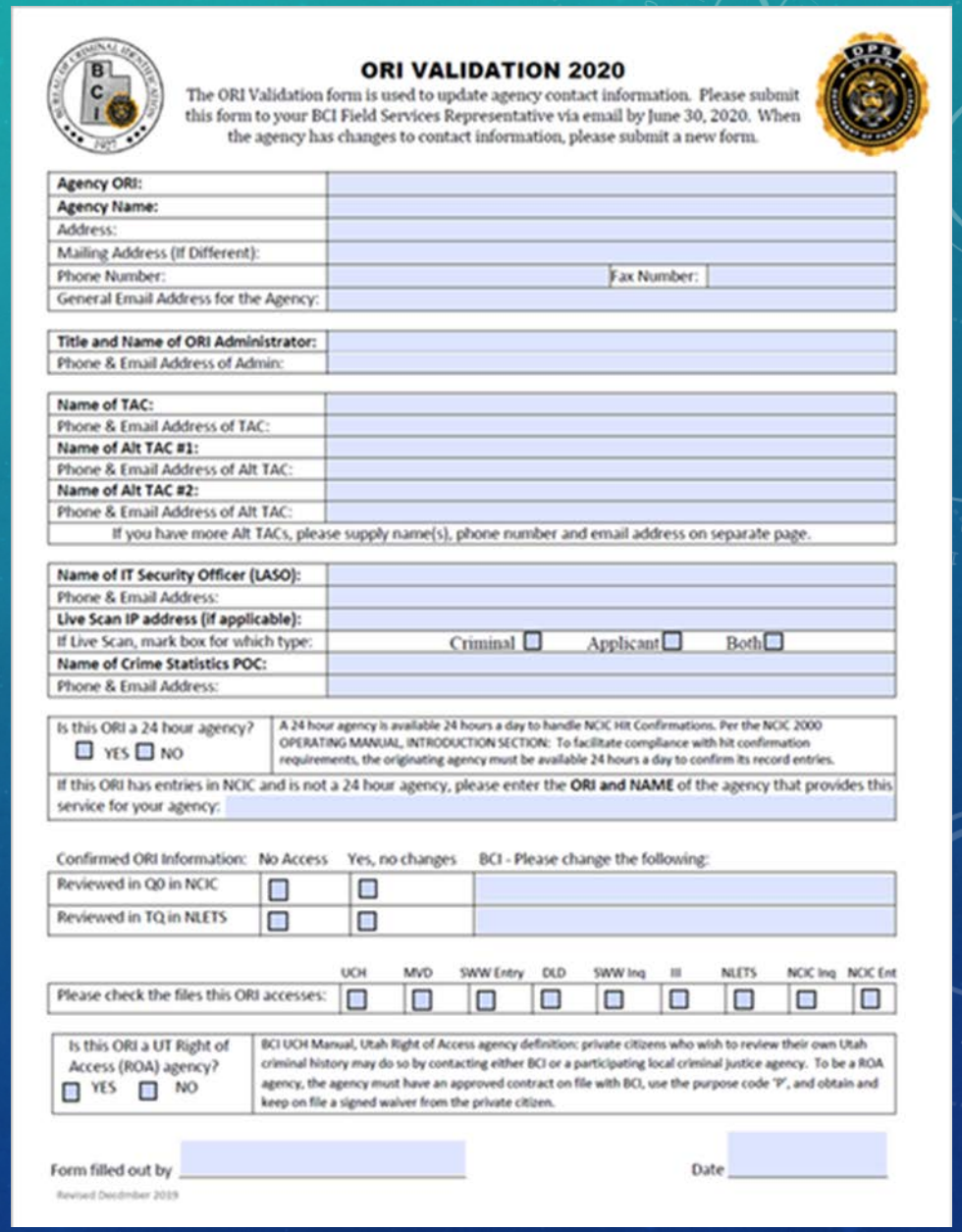
TAC & Alt TAC

IT Security Officer (LASO)

24 Hour Agency

Confirm ORI Information

Confirm ORI Access



ORI VALIDATION 2020

The ORI Validation form is used to update agency contact information. Please submit this form to your BCI Field Services Representative via email by June 30, 2020. When the agency has changes to contact information, please submit a new form.

Agency ORI:	
Agency Name:	
Address:	
Mailing Address (If Different):	
Phone Number:	Fax Number:
General Email Address for the Agency:	

Title and Name of ORI Administrator:	
Phone & Email Address of Admin:	

Name of TAC:	
Phone & Email Address of TAC:	
Name of Alt TAC #1:	
Phone & Email Address of Alt TAC:	
Name of Alt TAC #2:	
Phone & Email Address of Alt TAC:	

If you have more Alt TACs, please supply name(s), phone number and email address on separate page.

Name of IT Security Officer (LASO):	
Phone & Email Address:	
Live Scan IP address (if applicable):	
If Live Scan, mark box for which type:	Criminal ☐ Applicant ☐ Both ☐
Name of Crime Statistics POC:	
Phone & Email Address:	

Is this ORI a 24 hour agency? ☐ YES ☐ NO	A 24 hour agency is available 24 hours a day to handle NCIC Hit Confirmations. Per the NCIC 2000 OPERATING MANUAL, INTRODUCTION SECTION: To facilitate compliance with hit confirmation requirements, the originating agency must be available 24 hours a day to confirm its record entries.

If this ORI has entries in NCIC and is not a 24 hour agency, please enter the **ORI and NAME** of the agency that provides this service for your agency:

Confirmed ORI Information:	No Access	Yes, no changes	BCI - Please change the following:
Reviewed in Q0 in NCIC	☐	☐	
Reviewed in TQ in NLETS	☐	☐	

	UCH	MVD	SWW Entry	DLD	SWW Inq	III	NLETS	NCIC Inq	NCIC Ent
Please check the files this ORI accesses:	☐	☐	☐	☐	☐	☐	☐	☐	☐

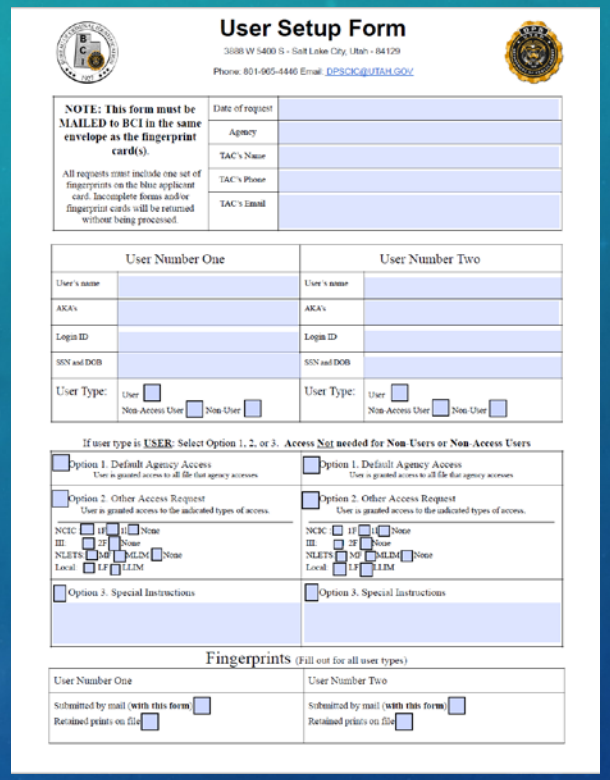
Is this ORI a UT Right of Access (ROA) agency? ☐ YES ☐ NO	BCI UCH Manual, Utah Right of Access agency definition: private citizens who wish to review their own Utah criminal history may do so by contacting either BCI or a participating local criminal justice agency. To be a ROA agency, the agency must have an approved contract on file with BCI, use the purpose code 'P', and obtain and keep on file a signed waiver from the private citizen.

Form filled out by _____ Date _____

Revised December 2019

USER SETUP FORM (PHYSICAL CARD)

Agency & TAC Information
User (Two Per Form)
User Access
Fingerprint



User Setup Form

3888 W 5400 S - Salt Lake City, Utah - 84129

Phone: 801-965-4446 Email: DPSCIC@UTAH.GOV

NOTE: This form must be MAILED to BCI in the same envelope as the fingerprint card(s). All requests must include one set of fingerprints on the blue applicant card. Incomplete forms and/or fingerprint cards will be returned without being processed.	Date of request
	Agency
	TAC's Name
	TAC's Phone
	TAC's Email

User Number One		User Number Two	
User's name		User's name	
AKA's		AKA's	
Login ID		Login ID	
SSN and DOB		SSN and DOB	
User Type:	User ☐ Non-Access User ☐ Non-User ☐	User Type:	User ☐ Non-Access User ☐ Non-User ☐

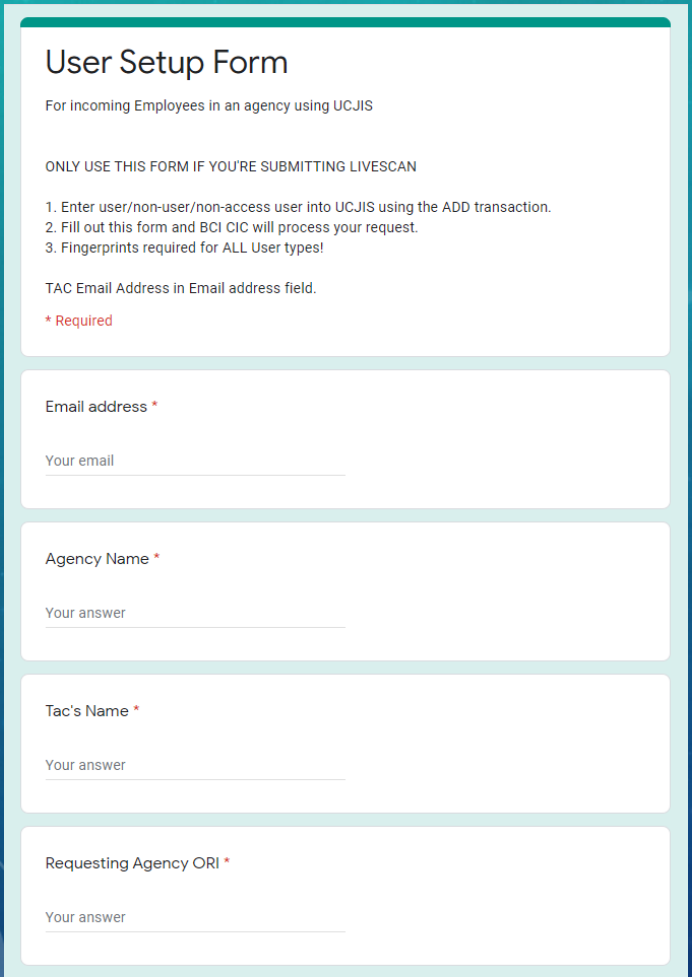
If user type is **USER**: Select Option 1, 2, or 3. **Access Not needed for Non-Users or Non-Access Users**

☐ Option 1. Default Agency Access User is granted access to all file that agency accesses	☐ Option 1. Default Agency Access User is granted access to all file that agency accesses
☐ Option 2. Other Access Request User is granted access to the indicated types of access. NCIC ☐ IF ☐ II ☐ None III ☐ 2F ☐ None NLETS ☐ MF ☐ MLM ☐ None Local ☐ LF ☐ LLM	☐ Option 2. Other Access Request User is granted access to the indicated types of access. NCIC ☐ IF ☐ II ☐ None III ☐ 2F ☐ None NLETS ☐ MF ☐ MLM ☐ None Local ☐ LF ☐ LLM
☐ Option 3. Special Instructions	☐ Option 3. Special Instructions

Fingerprints (Fill out for all user types)

User Number One	User Number Two
Submitted by mail (**with this form**) ☐ Retained prints on file ☐	Submitted by mail (**with this form**) ☐ Retained prints on file ☐

USER SETUP FORM (LIVESCAN)



User Setup Form

For incoming Employees in an agency using UCJIS

ONLY USE THIS FORM IF YOU'RE SUBMITTING LIVESCAN

1. Enter user/non-user/non-access user into UCJIS using the ADD transaction.
2. Fill out this form and BCI CIC will process your request.
3. Fingerprints required for ALL User types!

TAC Email Address in Email address field.

* Required

Email address *

Your email

Agency Name *

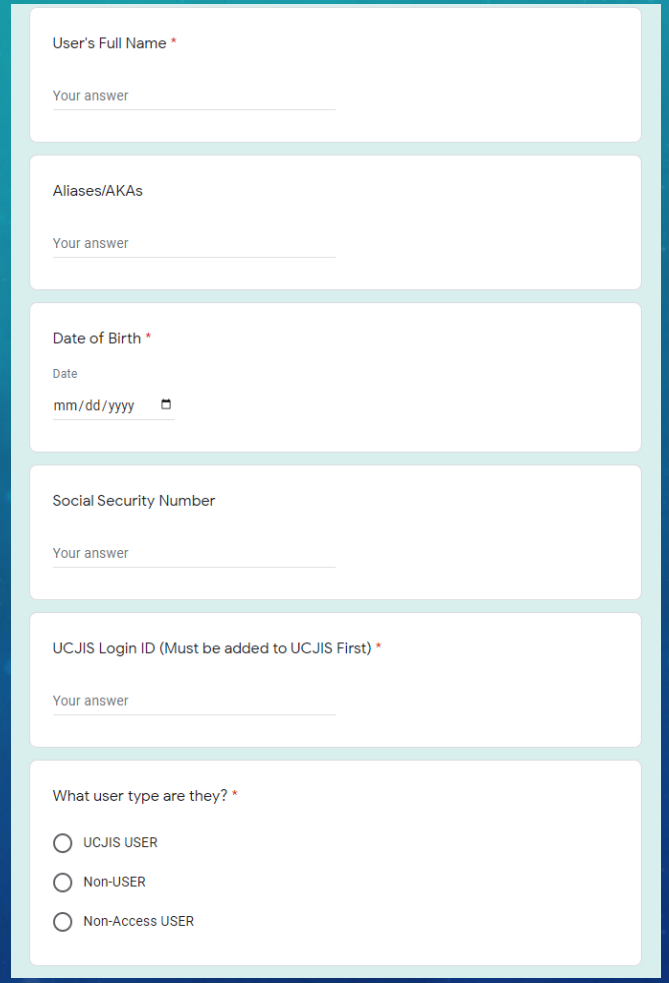
Your answer

Tac's Name *

Your answer

Requesting Agency ORI *

Your answer



User's Full Name *

Your answer

Aliases/AKAs

Your answer

Date of Birth *

Date

mm/dd/yyyy

Social Security Number

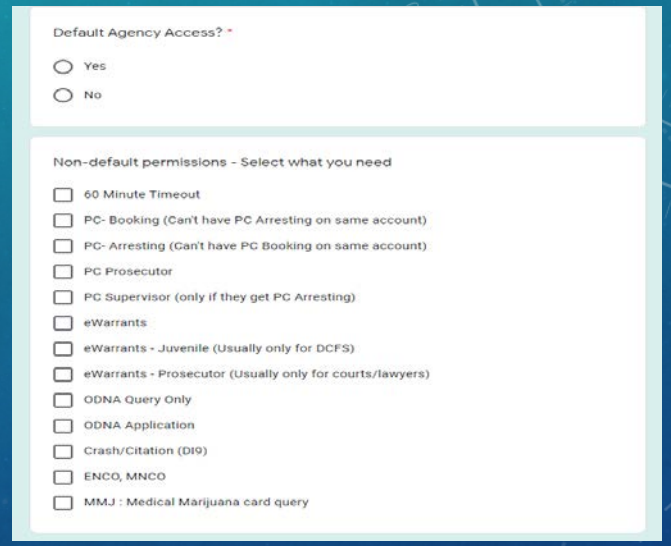
Your answer

UCJIS Login ID (Must be added to UCJIS First) *

Your answer

What user type are they? *

- UCJIS USER
- Non-USER
- Non-Access USER

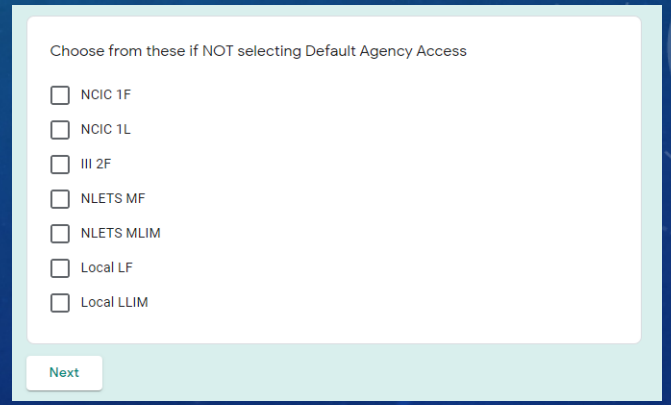


Default Agency Access? *

- Yes
- No

Non-default permissions - Select what you need

- 60 Minute Timeout
- PC- Booking (Can't have PC Arresting on same account)
- PC- Arresting (Can't have PC Booking on same account)
- PC Prosecutor
- PC Supervisor (only if they get PC Arresting)
- eWarrants
- eWarrants - Juvenile (Usually only for DCFS)
- eWarrants - Prosecutor (Usually only for courts/lawyers)
- ODNA Query Only
- ODNA Application
- Crash/Citation (DI9)
- ENCO, MNCO
- MMJ : Medical Marijuana card query



Choose from these if NOT selecting Default Agency Access

- NCIC 1F
- NCIC 1L
- III 2F
- NLETS MF
- NLETS MLIM
- Local LF
- Local LLIM

Next

AUTHORIZATION LIVESCAN

Must be completed and presented to BCI

Applicant must present current government issued ID

A User Setup Livescan Form must be submitted too

MAP B1019
Law Enforcement
Applicant

Authorization for Livescan Fingerprints at BCI

3888 West 5400 South, Taylorsville, UT 84129 801-965-4445

Name: _____ Date: _____

Applicant Date of Birth: _____

Agency ORI #: _____

Agency Name: _____

Agency TAC's name: _____

Do not mail fingerprint cards to BCI if the applicant uses this form and has a Livescan.

- This form must be completed and presented at BCI
- Applicant must present current government issued ID
- A User Setup Livescan Form must be submitted to BCI CIC Help Desk (dpscic@utah.gov) **OR**
- A User Setup Form may be presented to BCI when the fingerprints are captured

BCI will not charge the applicant for fingerprinting but other Livescan locations may require payment.

USER SECURITY AGREEMENT

Dissemination

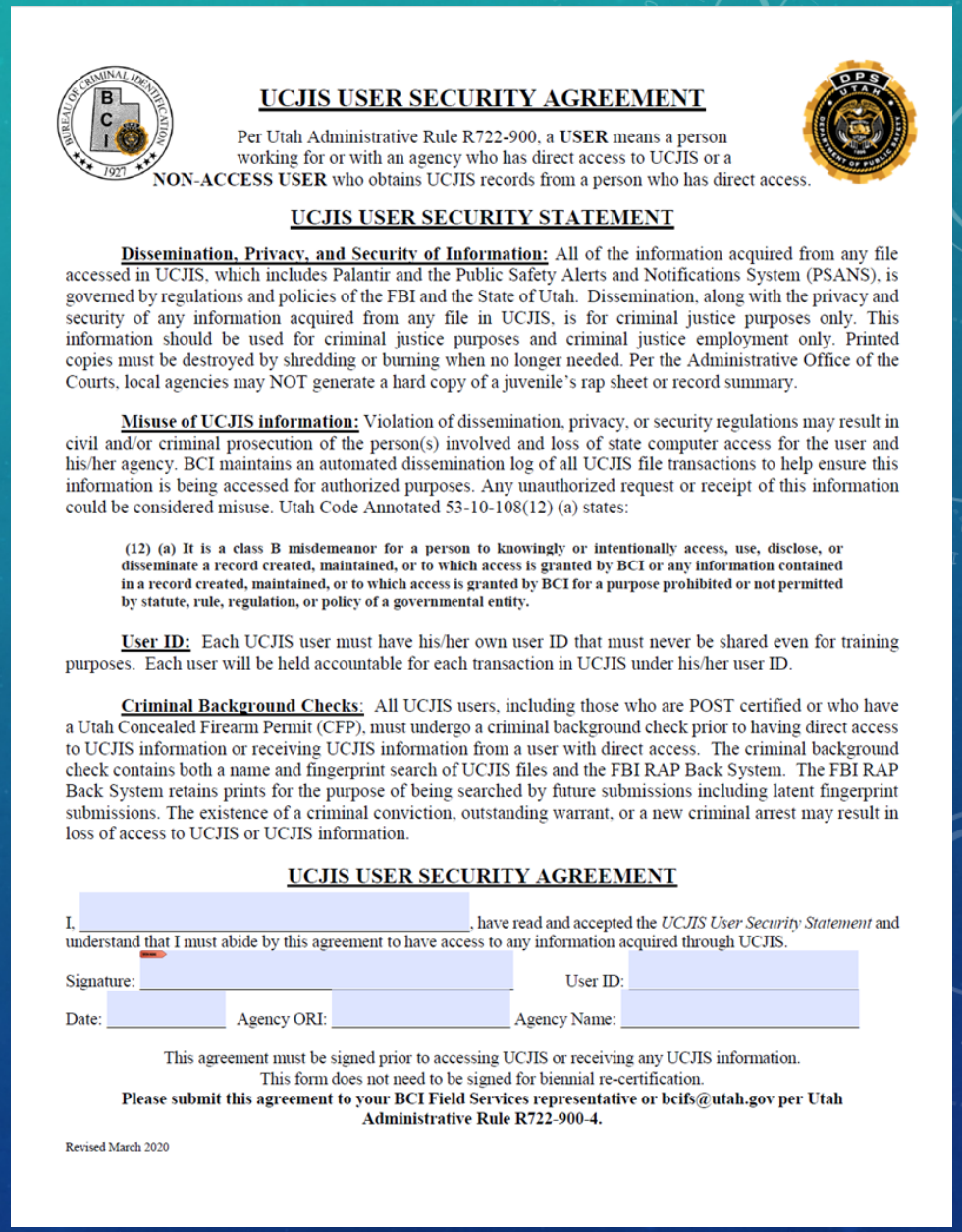
Privacy

Security

Misuse

User ID

Criminal Background Check



UCJIS USER SECURITY AGREEMENT

Per Utah Administrative Rule R722-900, a **USER** means a person working for or with an agency who has direct access to UCJIS or a **NON-ACCESS USER** who obtains UCJIS records from a person who has direct access.

UCJIS USER SECURITY STATEMENT

Dissemination, Privacy, and Security of Information: All of the information acquired from any file accessed in UCJIS, which includes Palantir and the Public Safety Alerts and Notifications System (PSANS), is governed by regulations and policies of the FBI and the State of Utah. Dissemination, along with the privacy and security of any information acquired from any file in UCJIS, is for criminal justice purposes only. This information should be used for criminal justice purposes and criminal justice employment only. Printed copies must be destroyed by shredding or burning when no longer needed. Per the Administrative Office of the Courts, local agencies may NOT generate a hard copy of a juvenile's rap sheet or record summary.

Misuse of UCJIS information: Violation of dissemination, privacy, or security regulations may result in civil and/or criminal prosecution of the person(s) involved and loss of state computer access for the user and his/her agency. BCI maintains an automated dissemination log of all UCJIS file transactions to help ensure this information is being accessed for authorized purposes. Any unauthorized request or receipt of this information could be considered misuse. Utah Code Annotated 53-10-108(12) (a) states:

> **(12) (a) It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.**

User ID: Each UCJIS user must have his/her own user ID that must never be shared even for training purposes. Each user will be held accountable for each transaction in UCJIS under his/her user ID.

Criminal Background Checks: All UCJIS users, including those who are POST certified or who have a Utah Concealed Firearm Permit (CFP), must undergo a criminal background check prior to having direct access to UCJIS information or receiving UCJIS information from a user with direct access. The criminal background check contains both a name and fingerprint search of UCJIS files and the FBI RAP Back System. The FBI RAP Back System retains prints for the purpose of being searched by future submissions including latent fingerprint submissions. The existence of a criminal conviction, outstanding warrant, or a new criminal arrest may result in loss of access to UCJIS or UCJIS information.

UCJIS USER SECURITY AGREEMENT

I, _____, have read and accepted the *UCJIS User Security Statement* and understand that I must abide by this agreement to have access to any information acquired through UCJIS.

Signature: _____ User ID: _____

Date: _____ Agency ORI: _____ Agency Name: _____

This agreement must be signed prior to accessing UCJIS or receiving any UCJIS information.
This form does not need to be signed for biennial re-certification.
Please submit this agreement to your BCI Field Services representative or bcifs@utah.gov per Utah Administrative Rule R722-900-4.

Revised March 2020

NON-USER SECURITY AGREEMENT

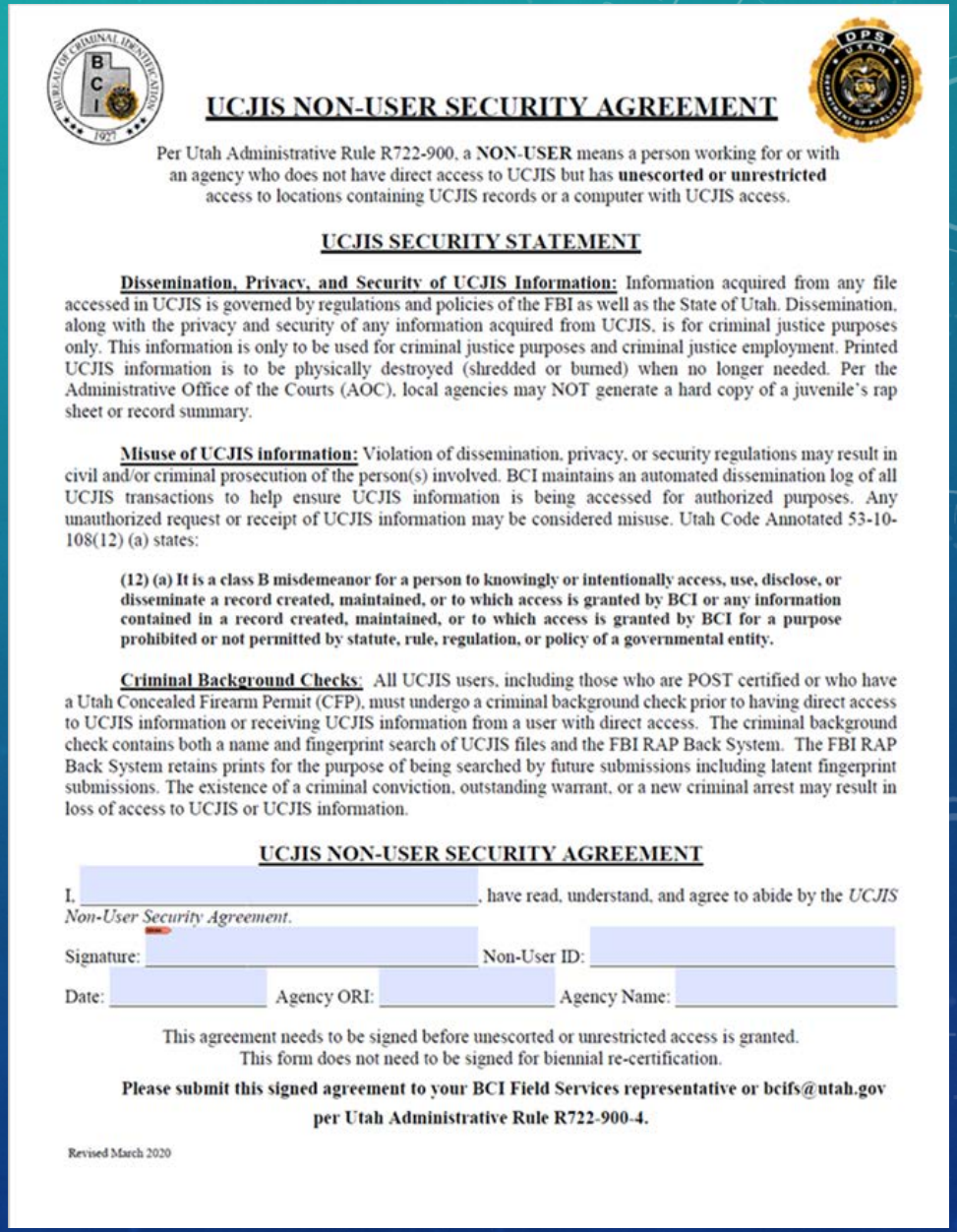
Dissemination

Privacy

Security

Misuse

Criminal Background Check



UCJIS NON-USER SECURITY AGREEMENT

Per Utah Administrative Rule R722-900, a **NON-USER** means a person working for or with an agency who does not have direct access to UCJIS but has **unescorted or unrestricted** access to locations containing UCJIS records or a computer with UCJIS access.

UCJIS SECURITY STATEMENT

Dissemination, Privacy, and Security of UCJIS Information: Information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI as well as the State of Utah. Dissemination, along with the privacy and security of any information acquired from UCJIS, is for criminal justice purposes only. This information is only to be used for criminal justice purposes and criminal justice employment. Printed UCJIS information is to be physically destroyed (shredded or burned) when no longer needed. Per the Administrative Office of the Courts (AOC), local agencies may NOT generate a hard copy of a juvenile's rap sheet or record summary.

Misuse of UCJIS information: Violation of dissemination, privacy, or security regulations may result in civil and/or criminal prosecution of the person(s) involved. BCI maintains an automated dissemination log of all UCJIS transactions to help ensure UCJIS information is being accessed for authorized purposes. Any unauthorized request or receipt of UCJIS information may be considered misuse. Utah Code Annotated 53-10-108(12) (a) states:

> **(12) (a) It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.**

Criminal Background Checks: All UCJIS users, including those who are POST certified or who have a Utah Concealed Firearm Permit (CFP), must undergo a criminal background check prior to having direct access to UCJIS information or receiving UCJIS information from a user with direct access. The criminal background check contains both a name and fingerprint search of UCJIS files and the FBI RAP Back System. The FBI RAP Back System retains prints for the purpose of being searched by future submissions including latent fingerprint submissions. The existence of a criminal conviction, outstanding warrant, or a new criminal arrest may result in loss of access to UCJIS or UCJIS information.

UCJIS NON-USER SECURITY AGREEMENT

I, _____, have read, understand, and agree to abide by the *UCJIS Non-User Security Agreement*.

Signature: _____ Non-User ID: _____

Date: _____ Agency ORI: _____ Agency Name: _____

This agreement needs to be signed before unescorted or unrestricted access is granted.
This form does not need to be signed for biennial re-certification.

Please submit this signed agreement to your BCI Field Services representative or bcifs@utah.gov per Utah Administrative Rule R722-900-4.

Revised March 2020

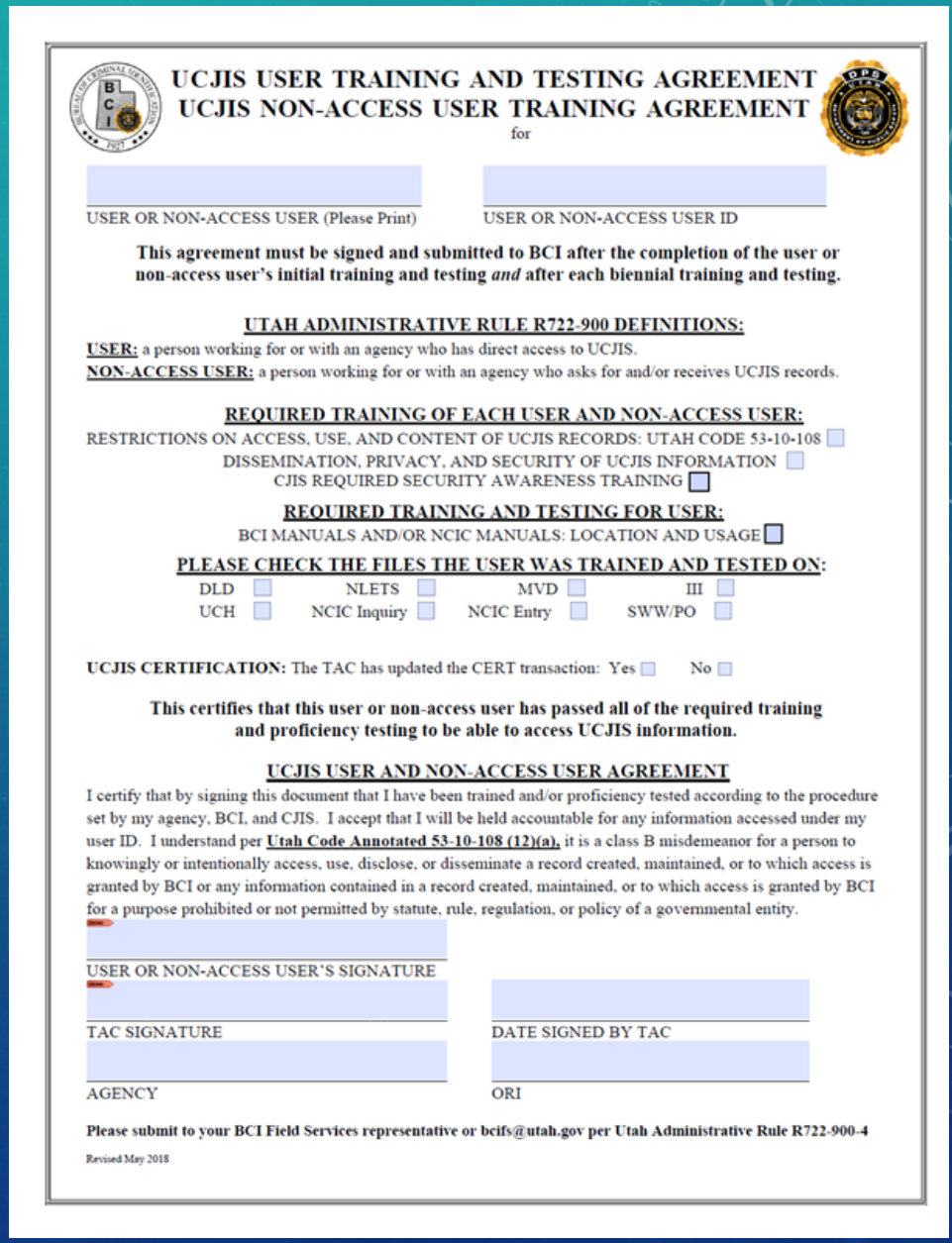
USER TRAINING AND TESTING AGREEMENT

Utah Code 53-10-108

Dissemination, Privacy and Security of UCJIS Information

CJIS Security Awareness

BCI and/or NCIC Manuals



UCJIS USER TRAINING AND TESTING AGREEMENT
UCJIS NON-ACCESS USER TRAINING AGREEMENT
for

USER OR NON-ACCESS USER (Please Print) | USER OR NON-ACCESS USER ID

This agreement must be signed and submitted to BCI after the completion of the user or non-access user's initial training and testing *and* after each biennial training and testing.

UTAH ADMINISTRATIVE RULE R722-900 DEFINITIONS:

USER: a person working for or with an agency who has direct access to UCJIS.
NON-ACCESS USER: a person working for or with an agency who asks for and/or receives UCJIS records.

REQUIRED TRAINING OF EACH USER AND NON-ACCESS USER:

RESTRICTIONS ON ACCESS, USE, AND CONTENT OF UCJIS RECORDS: UTAH CODE 53-10-108 ☐
DISSEMINATION, PRIVACY, AND SECURITY OF UCJIS INFORMATION ☐
CJIS REQUIRED SECURITY AWARENESS TRAINING ☐

REQUIRED TRAINING AND TESTING FOR USER:

BCI MANUALS AND/OR NCIC MANUALS: LOCATION AND USAGE ☐

PLEASE CHECK THE FILES THE USER WAS TRAINED AND TESTED ON:

DLD ☐ NLETS ☐ MVD ☐ III ☐
UCH ☐ NCIC Inquiry ☐ NCIC Entry ☐ SWW/PO ☐

UCJIS CERTIFICATION: The TAC has updated the CERT transaction: Yes ☐ No ☐

This certifies that this user or non-access user has passed all of the required training and proficiency testing to be able to access UCJIS information.

UCJIS USER AND NON-ACCESS USER AGREEMENT

I certify that by signing this document that I have been trained and/or proficiency tested according to the procedure set by my agency, BCI, and CJIS. I accept that I will be held accountable for any information accessed under my user ID. I understand per **Utah Code Annotated 53-10-108 (12)(a),** it is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by BCI or any information contained in a record created, maintained, or to which access is granted by BCI for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

USER OR NON-ACCESS USER'S SIGNATURE

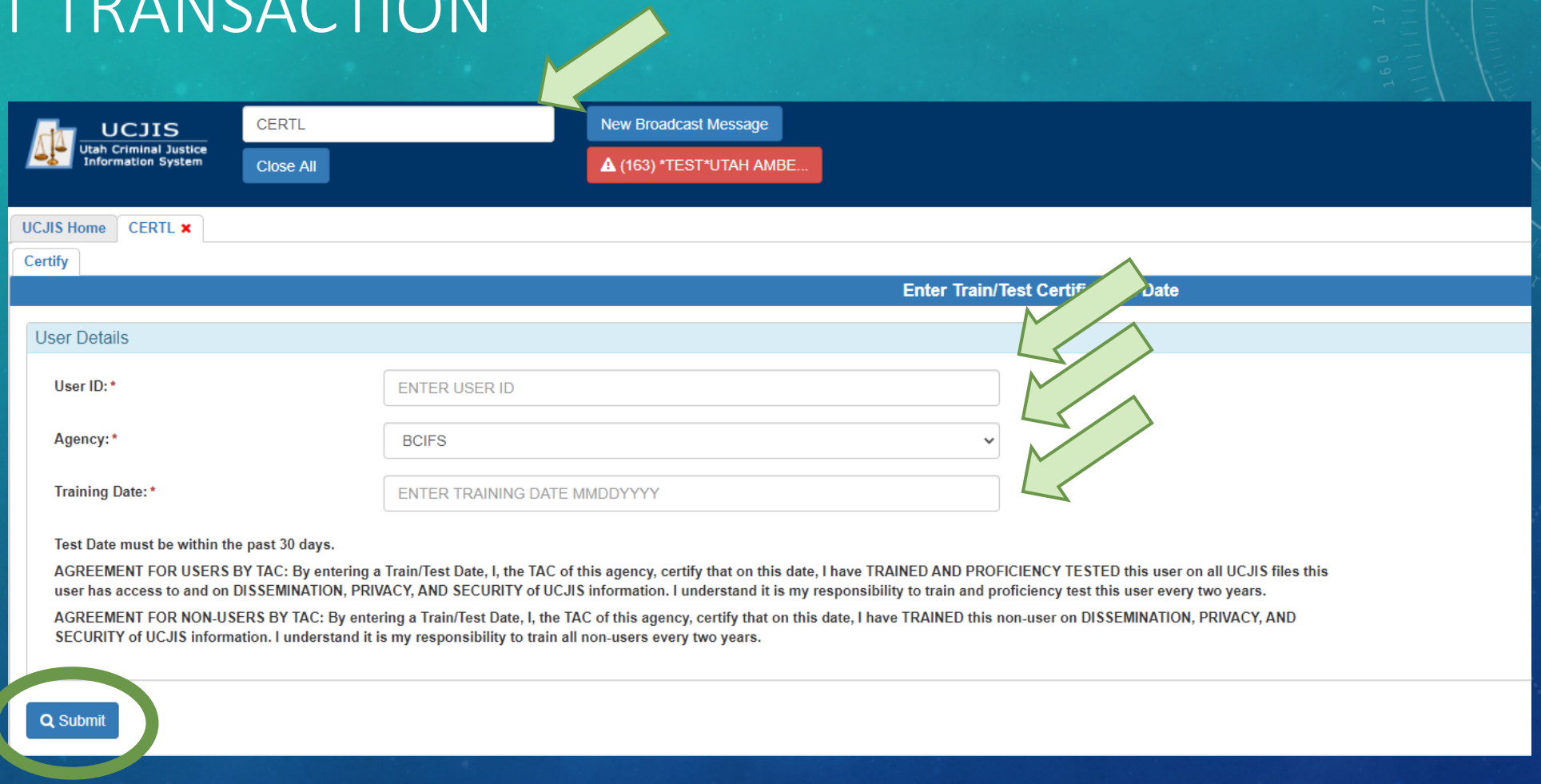
TAC SIGNATURE | DATE SIGNED BY TAC

AGENCY | ORI

Please submit to your BCI Field Services representative or bcifs@utah.gov per Utah Administrative Rule R722-900-4

Revised May 2018

CERT TRANSACTION



TAC TRAINING AND TESTING

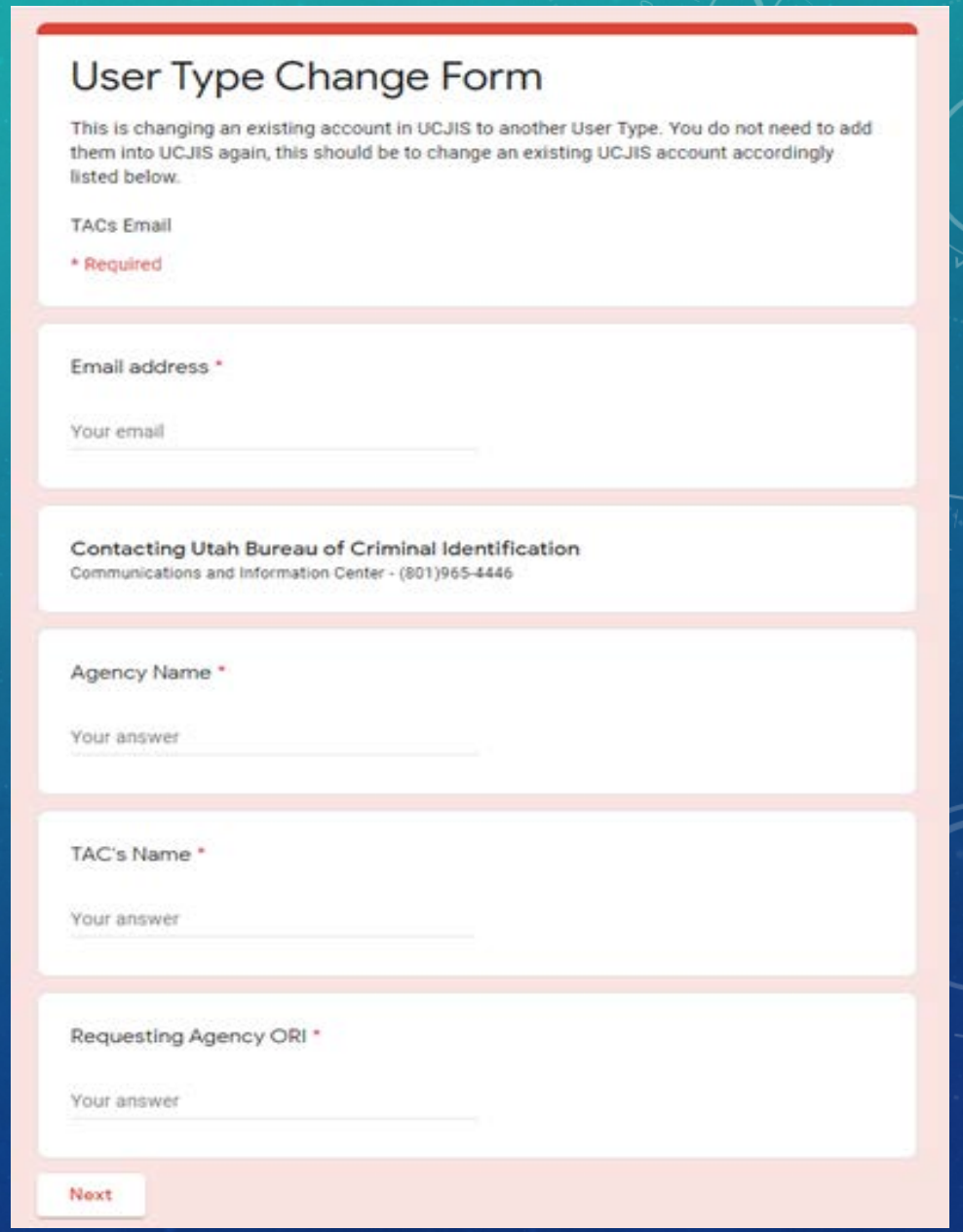
TAC CONFERENCE = TRAINING

TAC TRAINING AND TESTING

TAC TEST = TESTING

USER TYPE CHANGE

When changing an existing account to another User Type



User Type Change Form

This is changing an existing account in UCJIS to another User Type. You do not need to add them into UCJIS again, this should be to change an existing UCJIS account accordingly listed below.

TACs Email

* Required

Email address *

Your email

Contacting Utah Bureau of Criminal Identification
Communications and Information Center - (801)965-4446

Agency Name *

Your answer

TAC's Name *

Your answer

Requesting Agency ORI *

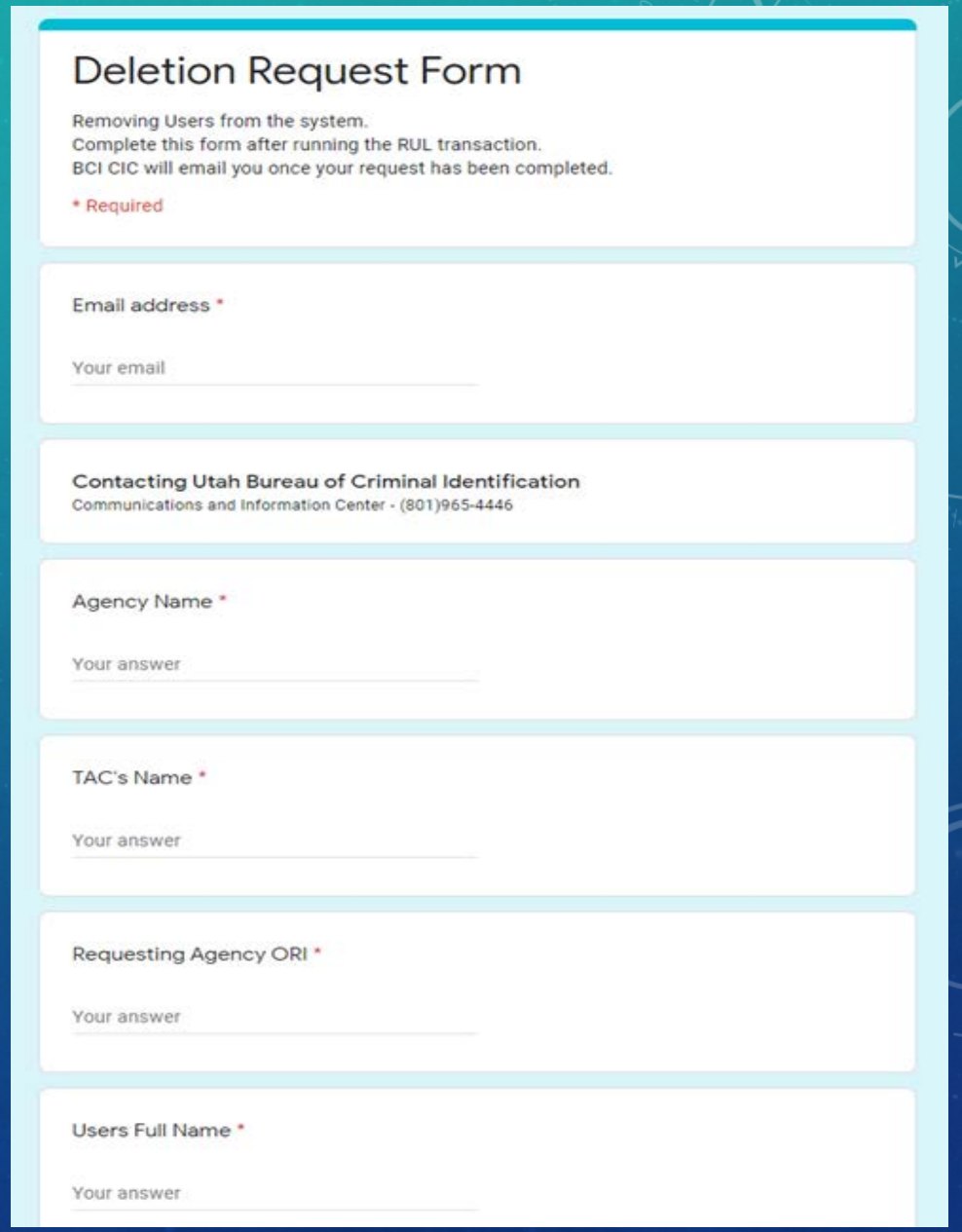
Your answer

Next

USER DELETION

Removes Users from the system

Complete this form after running the RUL transaction



Deletion Request Form

Removing Users from the system.
Complete this form after running the RUL transaction.
BCI CIC will email you once your request has been completed.

* Required

Email address *

Your email

Contacting Utah Bureau of Criminal Identification
Communications and Information Center - (801)965-4446

Agency Name *

Your answer

TAC's Name *

Your answer

Requesting Agency ORI *

Your answer

Users Full Name *

Your answer

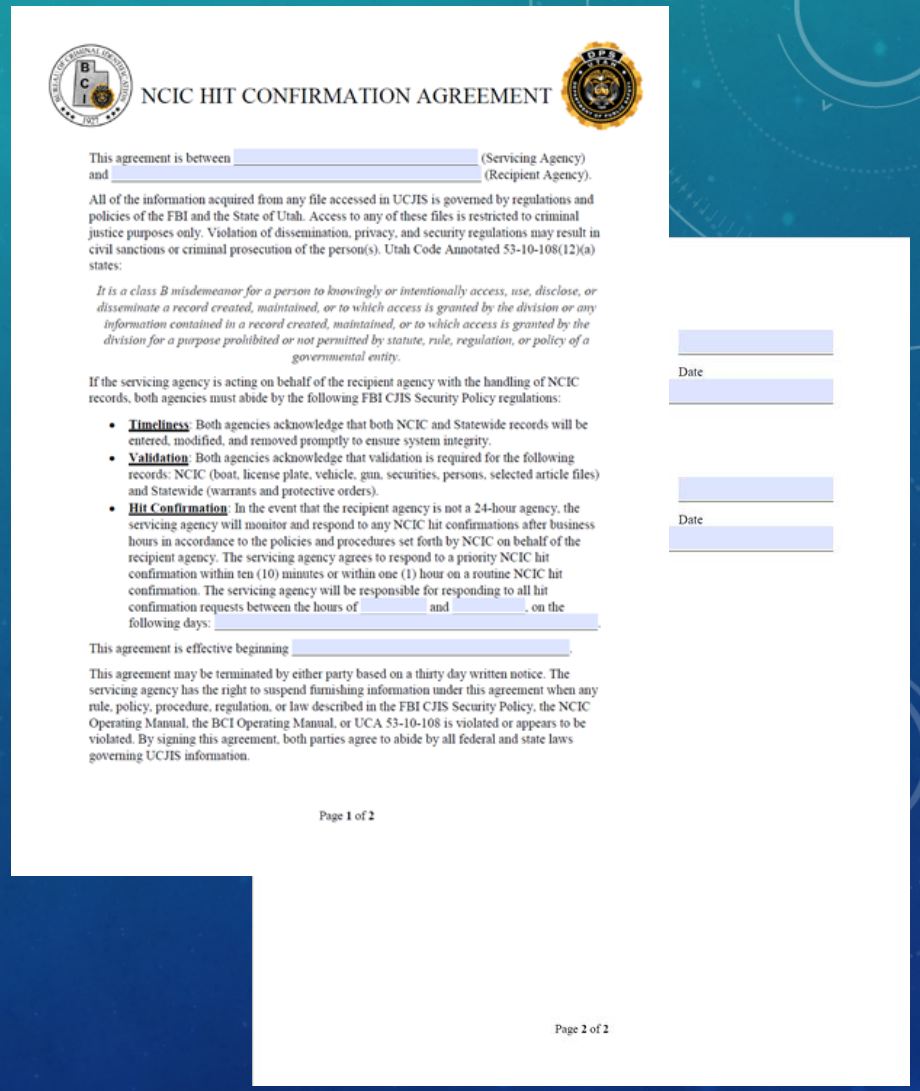
FORMS THAT MAY BE APPLICABLE

NCIC HIT CONFIRMATION AGREEMENT

Servicing Agency vs Recipient Agency

Timeliness
Validation
HIT Confirmation

24 Hour Access of NCIC Records



NCIC HIT CONFIRMATION AGREEMENT

This agreement is between _____ (Servicing Agency) and _____ (Recipient Agency).

All of the information acquired from any file accessed in UCJIS is governed by regulations and policies of the FBI and the State of Utah. Access to any of these files is restricted to criminal justice purposes only. Violation of dissemination, privacy, and security regulations may result in civil sanctions or criminal prosecution of the person(s). Utah Code Annotated 53-10-108(12)(a) states:

It is a class B misdemeanor for a person to knowingly or intentionally access, use, disclose, or disseminate a record created, maintained, or to which access is granted by the division or any information contained in a record created, maintained, or to which access is granted by the division for a purpose prohibited or not permitted by statute, rule, regulation, or policy of a governmental entity.

If the servicing agency is acting on behalf of the recipient agency with the handling of NCIC records, both agencies must abide by the following FBI CJIS Security Policy regulations:

- **Timeliness**: Both agencies acknowledge that both NCIC and Statewide records will be entered, modified, and removed promptly to ensure system integrity.
- **Validation**: Both agencies acknowledge that validation is required for the following records: NCIC (boat, license plate, vehicle, gun, securities, persons, selected article files) and Statewide (warrants and protective orders).
- **Hit Confirmation**: In the event that the recipient agency is not a 24-hour agency, the servicing agency will monitor and respond to any NCIC hit confirmations after business hours in accordance to the policies and procedures set forth by NCIC on behalf of the recipient agency. The servicing agency agrees to respond to a priority NCIC hit confirmation within ten (10) minutes or within one (1) hour on a routine NCIC hit confirmation. The servicing agency will be responsible for responding to all hit confirmation requests between the hours of _____ and _____, on the following days: _____.

This agreement is effective beginning _____.

This agreement may be terminated by either party based on a thirty day written notice. The servicing agency has the right to suspend furnishing information under this agreement when any rule, policy, procedure, regulation, or law described in the FBI CJIS Security Policy, the NCIC Operating Manual, the BCI Operating Manual, or UCA 53-10-108 is violated or appears to be violated. By signing this agreement, both parties agree to abide by all federal and state laws governing UCJIS information.

Page 1 of 2

Date

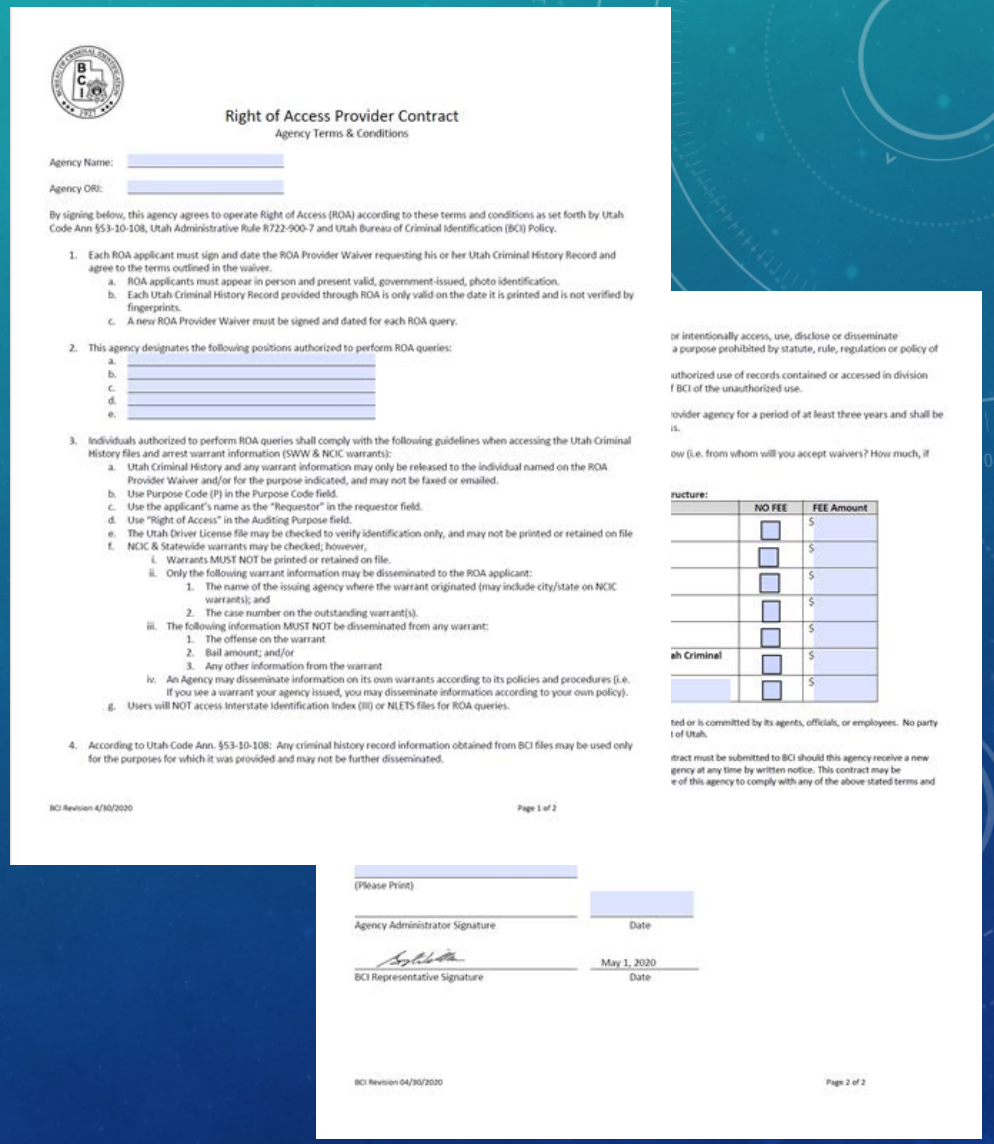
Date

Page 2 of 2

ROA CONTRACT

Allows an agency to operate as an ROA agency

Utah Code 53-10-108
Utah Administrative Rule R722-900-7



Right of Access Provider Contract
Agency Terms & Conditions

Agency Name:

Agency ORI:

By signing below, this agency agrees to operate Right of Access (ROA) according to these terms and conditions as set forth by Utah Code Ann §53-10-108, Utah Administrative Rule R722-900-7 and Utah Bureau of Criminal Identification (BCI) Policy.

1. Each ROA applicant must sign and date the ROA Provider Waiver requesting his or her Utah Criminal History Record and agree to the terms outlined in the waiver.
   a. ROA applicants must appear in person and present valid, government-issued, photo identification.
   b. Each Utah Criminal History Record provided through ROA is only valid on the date it is printed and is not verified by fingerprints.
   c. A new ROA Provider Waiver must be signed and dated for each ROA query.
2. This agency designates the following positions authorized to perform ROA queries:
   a.
   b.
   c.
   d.
   e.
3. Individuals authorized to perform ROA queries shall comply with the following guidelines when accessing the Utah Criminal History files and arrest warrant information (SWW & NCIC warrants):
   a. Utah Criminal History and any warrant information may only be released to the individual named on the ROA Provider Waiver and/or for the purpose indicated, and may not be faxed or emailed.
   b. Use Purpose Code (P) in the Purpose Code field.
   c. Use the applicant's name as the "Requestor" in the requestor field.
   d. Use "Right of Access" in the Auditing Purpose field.
   e. The Utah Driver License file may be checked to verify identification only, and may not be printed or retained on file
   f. NCIC & Statewide warrants may be checked; however,
      i. Warrants MUST NOT be printed or retained on file.
      ii. Only the following warrant information may be disseminated to the ROA applicant:
         1. The name of the issuing agency where the warrant originated (may include city/state on NCIC warrants); and
         2. The case number on the outstanding warrant(s).
      iii. The following information MUST NOT be disseminated from any warrant:
         1. The offense on the warrant
         2. Bail amount; and/or
         3. Any other information from the warrant
      iv. An Agency may disseminate information on its own warrants according to its policies and procedures (i.e. If you see a warrant your agency issued, you may disseminate information according to your own policy).
   g. Users will NOT access Interstate Identification Index (III) or NLETS files for ROA queries.
4. According to Utah Code Ann. §53-10-108: Any criminal history record information obtained from BCI files may be used only for the purposes for which it was provided and may not be further disseminated.

BCI Revision 4/30/2020 Page 1 of 2

or intentionally access, use, disclose or disseminate
a purpose prohibited by statute, rule, regulation or policy of
uthorized use of records contained or accessed in division
f BCI of the unauthorized use.
rovider agency for a period of at least three years and shall be
is.
ow (i.e. from whom will you accept waivers? How much, if

ructure:

	NO FEE	FEE Amount
		$
		$
		$
		$
		$
ah Criminal		$
		$

ted or is committed by its agents, officials, or employees. No party
l of Utah.
ntract must be submitted to BCI should this agency receive a new
gency at any time by written notice. This contract may be
e of this agency to comply with any of the above stated terms and

(Please Print)

Agency Administrator Signature Date

BCI Representative Signature May 1, 2020 Date

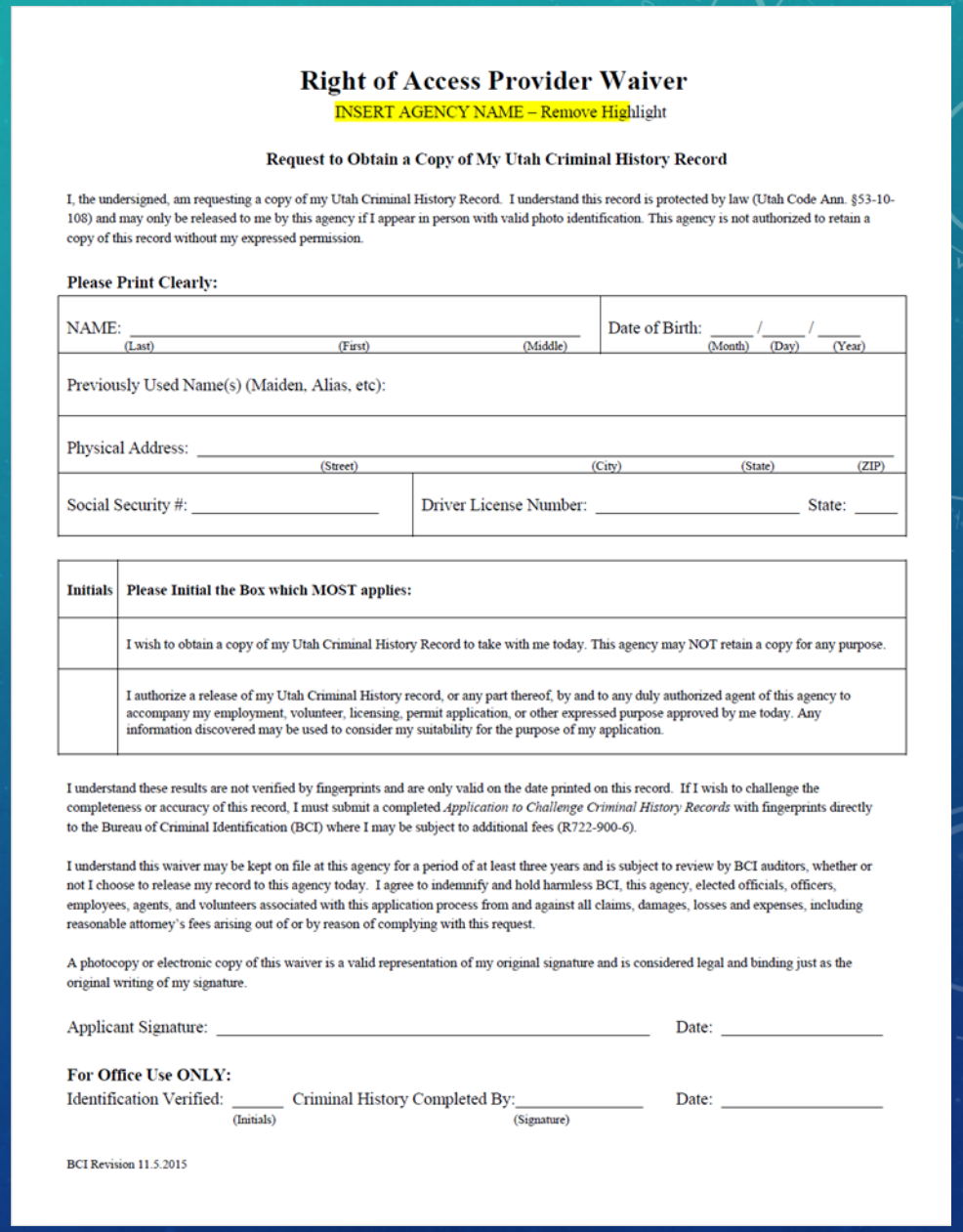
BCI Revision 04/30/2020 Page 2 of 2

ROA WAIVER

Personal Identifiers

Applicant Signature

Date



Right of Access Provider Waiver

INSERT AGENCY NAME – Remove Highlight

Request to Obtain a Copy of My Utah Criminal History Record

I, the undersigned, am requesting a copy of my Utah Criminal History Record. I understand this record is protected by law (Utah Code Ann. §53-10-108) and may only be released to me by this agency if I appear in person with valid photo identification. This agency is not authorized to retain a copy of this record without my expressed permission.

Please Print Clearly:

NAME: _____ (Last) (First) (Middle)	Date of Birth: ____/____/____ (Month) (Day) (Year)
Previously Used Name(s) (Maiden, Alias, etc):	
Physical Address: _____ (Street) (City) (State) (ZIP)	
Social Security #: _____	Driver License Number: _____ State: ____

Initials	Please Initial the Box which MOST applies:
	I wish to obtain a copy of my Utah Criminal History Record to take with me today. This agency may NOT retain a copy for any purpose.
	I authorize a release of my Utah Criminal History record, or any part thereof, by and to any duly authorized agent of this agency to accompany my employment, volunteer, licensing, permit application, or other expressed purpose approved by me today. Any information discovered may be used to consider my suitability for the purpose of my application.

I understand these results are not verified by fingerprints and are only valid on the date printed on this record. If I wish to challenge the completeness or accuracy of this record, I must submit a completed *Application to Challenge Criminal History Records* with fingerprints directly to the Bureau of Criminal Identification (BCI) where I may be subject to additional fees (R722-900-6).

I understand this waiver may be kept on file at this agency for a period of at least three years and is subject to review by BCI auditors, whether or not I choose to release my record to this agency today. I agree to indemnify and hold harmless BCI, this agency, elected officials, officers, employees, agents, and volunteers associated with this application process from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

A photocopy or electronic copy of this waiver is a valid representation of my original signature and is considered legal and binding just as the original writing of my signature.

Applicant Signature: _____ Date: _____

For Office Use ONLY:

Identification Verified: _____ (Initials) Criminal History Completed By: _____ (Signature) Date: _____

BCI Revision 11.5.2015

AGENCY

- CRIMINAL JUSTICE AGENCY AGREEMENT
- ORI VALIDATION FORM
- NCIC HIT CONFIRMATION
- ROA CONTRACT
- TOX MOU

- REQUIRED FORMS
- REQUIRED ANNUALLY
- REQUIRED BIANNUALLY
- SUBMIT IF APPLIES

USER-NON ACCESS USER – NON USER

- USER SETUP FORM
- USER SET UP FORM LIVE SCAN
- USER SECURITY AGREEMENT
- NON-USER SECURITY AGREEMENT
- USER TRAINING AND TESTING AGREEMENT
- AUTHORIZATION LIVESCAN
- USER TYPE CHANGE
- USER DELETION
- TAC TEST CERTIFICATE

HELPFUL TIPS

AGENCY DEFAULT ACCESS

The TAC is able to designate the agency's default access by indicating from the Default Access Groups List what group your agency needs access to

Default Access Groups

NCIC FULL ACCESS (1F)

CA	CA - Clear Article	LM	LM - Locate Missing
CB	CB - Clear Boat	LP	LP - Locate Vehicle/Boat Part
CG	CG - Clear Gun	LRBD	LRBD - Locate NCIC Benefits Data
CL	CL - Clear License Plate	LS	LS - Locate Securities
CM	CM - Clear Missing	LV	LV - Locate Vehicle
CP	CP - Clear Vehicle/Boat Part	LW	LW - Locate Wanted Person
CRBD	CRBD - Clear NCIC Benefits Data	MA	MA - Modify Article
CS	CS - Clear Securities	MB	MB - Modify Boat
CV	CV - Clear Vehicle	MG	MG - Modify Gun
CW	CW - Clear Wanted	MGG	MGG - Modify Gang Group
DW	DW - Enter Detainer	MGM	MGM - Modify Gang Member
EA	EA - Enter Article	MID	MID - Modify ID agency Theft
EB	EB - Enter Boat	MIP	MIP - Multi Inquiry Person
EG	EG - Enter Gun	MIV	MIV - Multi Inquiry Vehicle
EGG	EGG - Enter Gang Group	ML	ML - Modify License Plate
EGGN	EGGN - Enter Gang Group Supplemental	MM	MM - Modify Missing Person
EGM	EGM - Enter Gang Member	MMP	MMP - Modify Missing Person with Info.
EGMN	EGMN - Enter Gang Member Supp	MP	MP - Modify Vehicle/Boat Part
EID	EID - Enter ID agency Theft	MS	MS - Modify Securities
EII	EII - Enter Investigative Interest	MV	MV - Modify Vehicle
EIM	EIM - Enter Image	MW	MW - Modify Wanted Person
EIN	EIN - Enter Identity Theft Supplemental	NIC	NIC - NIC Inquiry
EL	EL - Enter License Plate	QO	QO - Translate ORI #
EM	EM - Enter Missing Person	QA	QA - Query Boat
EMN	EMN - Enter Missing Supplemental	QB	QB - Query Boat
EMP	EMP - Enter Missing - Person w/Info	QG	QG - Query Gun
EMPN	EMPN - Enter Missing Person w/Info Supp	QGG	QGG - Query Gang Group
EN	EN - Enter Wanted Supplemental	QGM	QGM - Query Gang Member
ENS	ENS - Enter Wanted Stolen ID	QID	QID - Query ID agency Theft
EP	EP - Enter Vehicle/Boat Part	QII	QII - Query Image
ES	ES - Enter Securities	QM	QM - Query Missing Person
EV	EV - Enter Vehicles	QPO	QPO - Query NCIC Protective Order
EW	EW - Enter Wanted Person	QS	QS - Query Security
FT	FT - File Transfer	QU	QU - Query Unidentified Person
LA	LA - Locate Article	QV	QV - Query Vehicle
LB	LB - Locate Boat	QW	QW - Query NCIC Wanted Persons
LG	LG - Locate Gun	QXS	QXS - Query Sex Offender
LL	LL - Locate License Plate	RBED	RBED - NCIC Benefit Report

NCIC FULL ACCESS (1F) CONTINUED

RPDQ	RPDQ - Error Trend Report
XA	XA - Cancel Article
XB	XB - Cancel Boat
XDW	XDW - Cancel Detainer
XG	XG - Cancel Gun
XGG	XGG - Cancel Gang Group
XGGN	XGGN - Cancel Gang Group Supplement
XGM	XGM - Cancel Gang Member
XGMN	XGMN - Cancel Gang Member Supp
XID	XID - Cancel ID agency Theft
XII	XII - Cancel Investigative Interest
XIM	XIM - Cancel Image
XIN	XIN - Cancel ID agency Theft Supp
XL	XL - Cancel License Plate
XM	XM - Cancel Missing
XMN	XMN - Cancel Missing Supplemental
XMP	XMP - Cancel Missing - Person with Info
XMPN	XMPN-Cancel Missing-Person w/ Info Sup
XN	XN - Cancel Wanted Supplemental
XNS	XNS - Cancel Wanted Stolen ID
XP	XP - Cancel Vehicle/Boat Part
XS	XS - Cancel Securities
XV	XV - Cancel Vehicle
XW	XW - Cancel Wanted Person
XXS	XXS - Cancel NCIC Sex Offender
XXSN	XXSN - Cancel Sex Offender Supp
ZE	ZE - Date of NCIC record Entry

NCIC LIMITED INQUIRY ACCESS (1I)

LA	LA - Locate Article
LB	LB - Locate Boat
LG	LG - Locate Gun
LL	LL - Locate License Plate
LM	LM - Locate Missing
LP	LP - Locate Vehicle/Boat Part
LRBD	LRBD - Locate NCIC Benefits Data
LS	LS - Locate Securities
LV	LV - Locate Vehicle
LW	LW - Locate Wanted Person
NIC	NIC - NIC Inquiry
QO	QO - Translate ORI #
QA	QA - Query Boat
QB	QB - Query Boat
QG	QG - Query Gun
QGG	QGG - Query Gang Group
QGM	QGM - Query Gang Member
QID	QID - Query ID agency Theft
QII	QII - Query Image
QM	QM - Query Missing Person
QPO	QPO - Query NCIC Protective Order
QS	QS - Query Security
QU	QU - Query Unidentified Person
QV	QV - Query Vehicle
QW	QW - Query NCIC Wanted Person
QXS	QXS - Query Sex Offender
ZE	ZE - Date of NCIC record entry

TRIPLE I FULL ACCESS (2F)

QH	QH - III Criminal History
QR	QR - III Record Request

NLETS LIMITED ACCESS (MLIM)

AM	AM – Nlets Administrative Message
AMD	AMD – Nlets Admin Msg Et. Region
AMR	AMR – Nlets Admin Msg Veh Region
BQ	BQ – Nlets Boat Registraion
CBQ	CBQ - Canadian Boat Inquiry
DQ	DQ - Nlets Driver License
DQG	DQG - Driver License by Region
ETQ	ETQ - Interpol Stolen Travel Documents
FVQ	FVQ - Interpol Stolen Vehicle Report
HQ	HQ - Nlets Road/Weather
ITQ	ITQ - Interpol Stolen Travel Documents
IVQ	IVQ - Interpol Stolen Vehicle Inquiry
KQ	KQ - Nlets DL History
MQ	MQ - Nlets Hazardous Materials
RNQ	RNQ - Motor Vehicle by Name
RQG	RQG - Motor Vehicle Inquiry by Region
SQ	SQ - Snowmobile Registraion Query
TQ	TQ - Query ORI
UQ	UQ - Canadian DL Inquiry
XQ	XQ - Canadian Vehicle Inquiry

LOCAL LIMITED ACCESS (LLIM)

ACL	ACL - Access Control List
BC	BC - Send Broadcast Message
BMSG	BMSG - View Broadcast Message
CHQ	CHQ- Utah Criminal History Inquiry
CPW	CPW - Change Password
DLP	DLP - Driver License Query
DLQ	DLQ - Driver License Query
EIMP	EIMP – Enter impound Entry
ENCO	ENCO - ENTER IRA/NCO
HVEH	HVEH - Vehicle Hot Files
ID	ID - Ident/Authorized Transaction
LOGS	LOGS - All Message Logs
MI	MI - Multi Inquiry
MIP	MIP - Multi Inquiry Person
MVQ	MVQ - Motor Vehicle Query
OTN	OTN - Citation - DUI Impound Range
PO	PO - Protective Order Inquiry
PPS	PPS - Partial Plate Search
QSW	QSW - Query Statewide Warrant
QWS	QWS - NCIC and SWW Warrant Inquiry
TAC	TAC - TAC Website
VMI	VMI -Vehicle Multi-Inquiry
XID	XID - Authentication

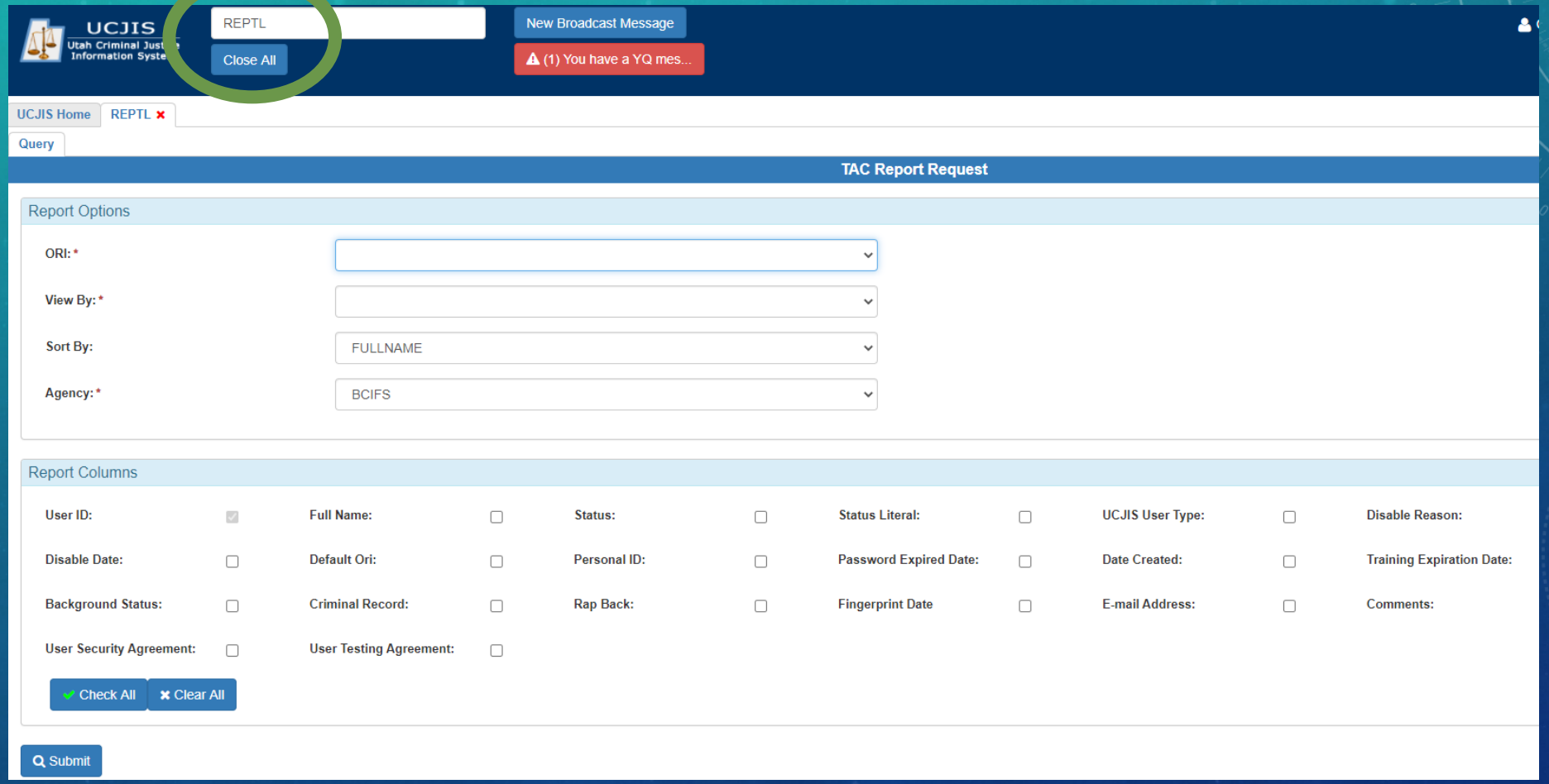
LOCAL FULL ACCESS (LF)

BC	BC - Send Broadcast Message
BMSG	BMSG - View Broadcast Message
CHQ	CHQ - Criminal History Inquiry
CIT	CIT - Citation Add
CITQ	CITQ - Citation Inquiry
CITS	CITS - Citation Supervisor
CITU	CITU - Citation Update
CLI	CLI - Crime Lab Inquiry
CODI	CODI - CODIS Inquiry
CPW	CPW - Change Password
CRH	CRH - Crash
CRHA	CRHA - Add Crash Data
CRHQ	CRHQ - Crash Query
CRT	CRT - Court Case Inquiry
CTA	CTA - Query
DLAS	DLAS - Driver License by Address
DLP	DLP - Driver License Query
DLQ	DLQ - Driver License Query
EIMP	EIMP – Enter impound Entry
EMA	EMA - Endangered Missing Advisory
EMRG	EMRG - Emergency Contact Information
HVEH	HVEH - Vehicle Hot Files
ID	ID - Ident/Authorized Transaction
JUV	JUV – Juvenile Criminal History
LOGS	LOGS - All Message Logs
LPRS	LPRS - MVED Auto. License Plate
MI	MI - Multi Inquiry
MIP	MIP - Multi Inquiry Person
MIQ	MIQ - Master Index Query
MOTD	MOTD – Message of the Day
MVQ	MVQ - Motor Vehicle Query
OTN	OTN - Citation - DUI Impound Range
OTRK	OTRK - O-Track Offender Inquiry
PO	PO - Protective Order Inquiry
PPS	PPS - Partial Plate Search
QSW	QSW - Query Statewide Warrant
QWS	QWS - NCIC and SWW Warrant Inquiry
TAC	TAC - TAC Website
VMI	VMI – Vehicle Multi-Inquiry
WAR2	WAR2 - Warrant Inquiry
XID	XID - Authentication

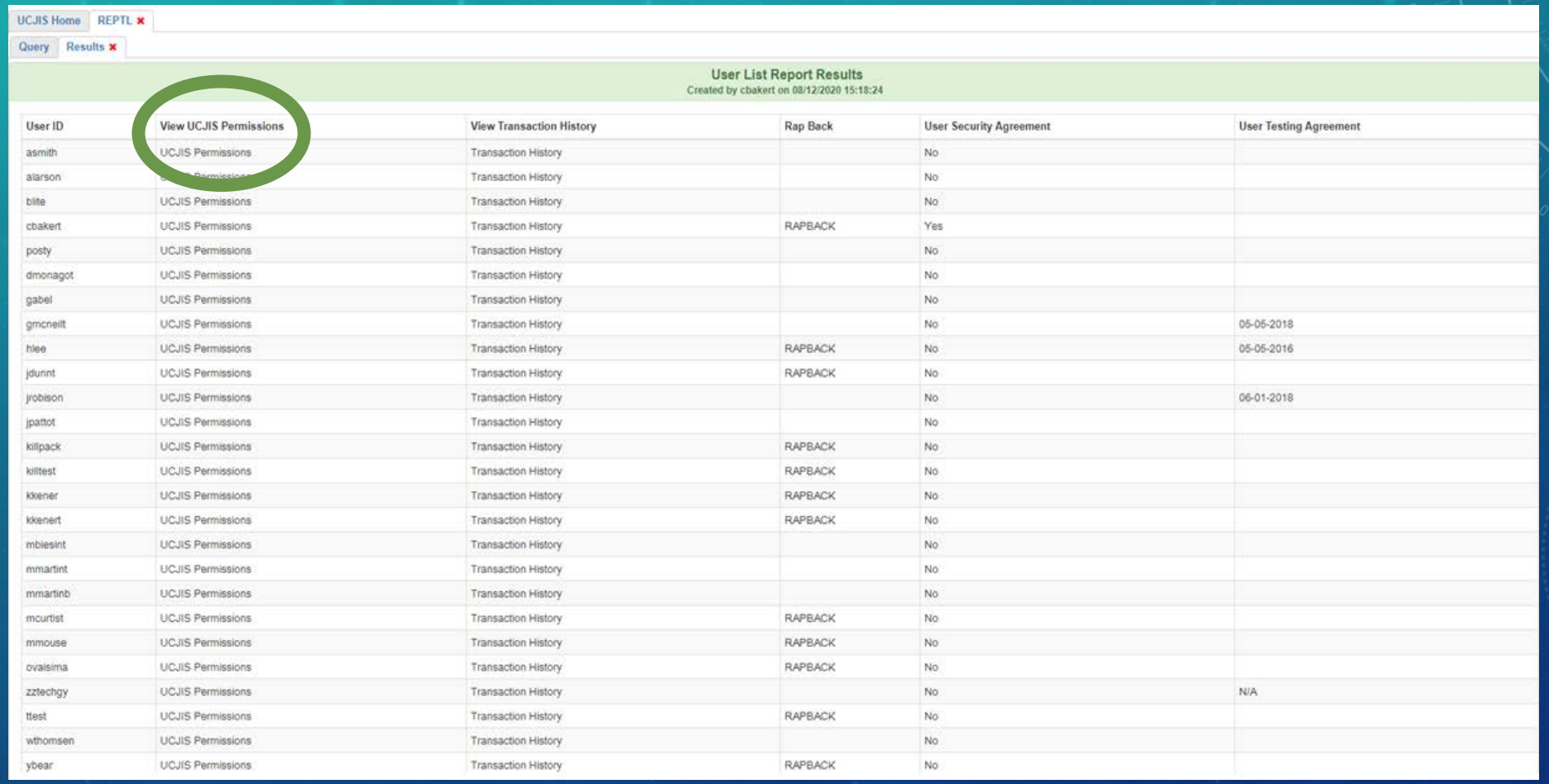
AGENCY DEFAULT ACCESS

You will need to reach out to your Field Service Representative to set up or change your agency's default settings

REPT


UCJIS
Utah Criminal Just
Information Syste
REPTL
Close All
New Broadcast Message
(1) You have a YQ mes...
UCJIS Home
REPTL
Query
TAC Report Request
Report Options
ORI: *
View By: *
Sort By:
FULLNAME
Agency: *
BCIFS
Report Columns
User ID:
Full Name:
Status:
Status Literal:
UCJIS User Type:
Disable Reason:
Disable Date:
Default Ori:
Personal ID:
Password Expired Date:
Date Created:
Training Expiration Date:
Background Status:
Criminal Record:
Rap Back:
Fingerprint Date
E-mail Address:
Comments:
User Security Agreement:
User Testing Agreement:
Check All
Clear All
Submit

REPT



UCJIS Home | REPTL

Query | Results

User List Report Results

Created by cbakert on 08/12/2020 15:18:24

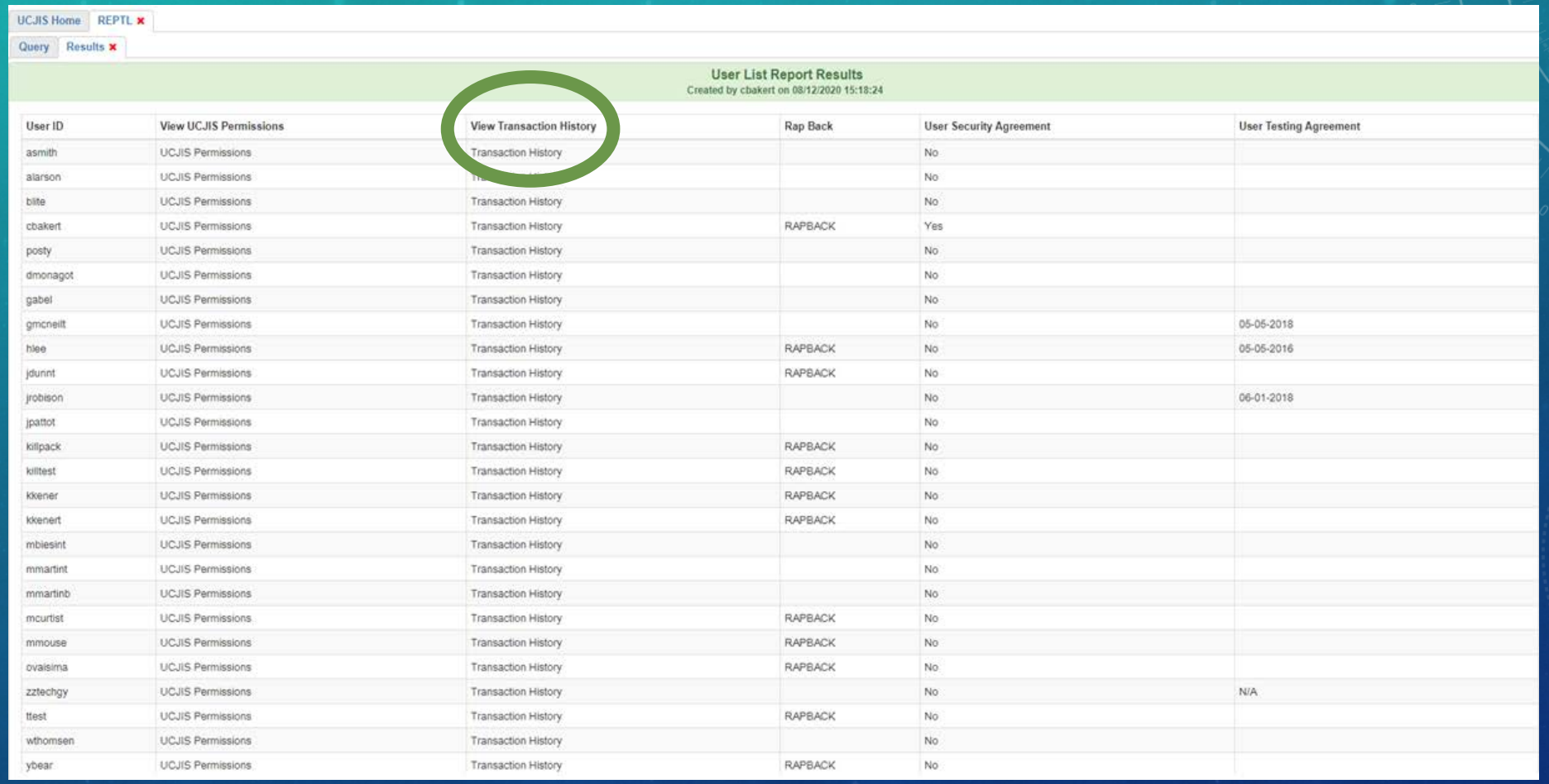
User ID	View UCJIS Permissions	View Transaction History	Rap Back	User Security Agreement	User Testing Agreement
asmith	UCJIS Permissions	Transaction History		No	
alarson	UCJIS Permissions	Transaction History		No	
blite	UCJIS Permissions	Transaction History		No	
cbakert	UCJIS Permissions	Transaction History	RAPBACK	Yes	
posty	UCJIS Permissions	Transaction History		No	
dmonagot	UCJIS Permissions	Transaction History		No	
gabel	UCJIS Permissions	Transaction History		No	
gmcneilt	UCJIS Permissions	Transaction History		No	05-05-2018
hlee	UCJIS Permissions	Transaction History	RAPBACK	No	05-05-2016
jdunnt	UCJIS Permissions	Transaction History	RAPBACK	No	
jrobison	UCJIS Permissions	Transaction History		No	06-01-2018
jpattot	UCJIS Permissions	Transaction History		No	
killpack	UCJIS Permissions	Transaction History	RAPBACK	No	
killtest	UCJIS Permissions	Transaction History	RAPBACK	No	
kkener	UCJIS Permissions	Transaction History	RAPBACK	No	
kkenert	UCJIS Permissions	Transaction History	RAPBACK	No	
mbiesint	UCJIS Permissions	Transaction History		No	
mmartint	UCJIS Permissions	Transaction History		No	
mmartinb	UCJIS Permissions	Transaction History		No	
mcurtist	UCJIS Permissions	Transaction History	RAPBACK	No	
mmouse	UCJIS Permissions	Transaction History	RAPBACK	No	
ovaisima	UCJIS Permissions	Transaction History	RAPBACK	No	
zztechgy	UCJIS Permissions	Transaction History		No	N/A
ttest	UCJIS Permissions	Transaction History	RAPBACK	No	
wthomsen	UCJIS Permissions	Transaction History		No	
ybear	UCJIS Permissions	Transaction History	RAPBACK	No	

VIEW USER UCJIS PERMISSIONS

User Privilege Details
Created by cbakert on 08/12/2020 16:09:12

Code	Description
QA	Query Article
LA	Locate Article
CAQ	Canadian Article Inquiry
QG	Query Gun
LG	Locate Gun
CGQ	Canadian Gun Inquiry
UAA	UAA Amber Alert
UAAM	Amber Alert Modify
EMA	Endangered Missing Advisory
ESAM	Endangered Silver Advisory Modify
ESA	Endangered Silver Advisory
EBA	Blue Alert
UHS	UHS Utah Homeland Security Msg
BC	Send Broadcast Message
BMSG	View Broadcast Messages
ALTE	ALTC Alert Entry
ALTM	ALTM Alert Modify
LOGS	All Message Logs
MOTD	Message of the Day
AA	NLETS Amber Alert
HS	NLETS Homeland Security Msg
YQ	Confirm Hit
AM	NLETS Admin Message
YQ1	YQ1 Confirm Hit Vehicle

REPT



UCJIS Home | REPTL ✖

Query | Results ✖

User List Report Results

Created by cbakert on 08/12/2020 15:18:24

User ID	View UCJIS Permissions	View Transaction History	Rap Back	User Security Agreement	User Testing Agreement
asmith	UCJIS Permissions	Transaction History		No	
alarson	UCJIS Permissions			No	
blite	UCJIS Permissions	Transaction History		No	
cbakert	UCJIS Permissions	Transaction History	RAPBACK	Yes	
posty	UCJIS Permissions	Transaction History		No	
dmonagot	UCJIS Permissions	Transaction History		No	
gabel	UCJIS Permissions	Transaction History		No	
gmcneilt	UCJIS Permissions	Transaction History		No	05-05-2018
hlee	UCJIS Permissions	Transaction History	RAPBACK	No	05-05-2016
jdunnt	UCJIS Permissions	Transaction History	RAPBACK	No	
jrobison	UCJIS Permissions	Transaction History		No	06-01-2018
jpattot	UCJIS Permissions	Transaction History		No	
killpack	UCJIS Permissions	Transaction History	RAPBACK	No	
killtest	UCJIS Permissions	Transaction History	RAPBACK	No	
kkener	UCJIS Permissions	Transaction History	RAPBACK	No	
kkenert	UCJIS Permissions	Transaction History	RAPBACK	No	
mbiesint	UCJIS Permissions	Transaction History		No	
mmartint	UCJIS Permissions	Transaction History		No	
mmartinb	UCJIS Permissions	Transaction History		No	
mcurtist	UCJIS Permissions	Transaction History	RAPBACK	No	
mmouse	UCJIS Permissions	Transaction History	RAPBACK	No	
ovaisima	UCJIS Permissions	Transaction History	RAPBACK	No	
zztechgy	UCJIS Permissions	Transaction History		No	N/A
ttest	UCJIS Permissions	Transaction History	RAPBACK	No	
wthomsen	UCJIS Permissions	Transaction History		No	
ybear	UCJIS Permissions	Transaction History	RAPBACK	No	

VIEW USER TRANSACTION HISTORY

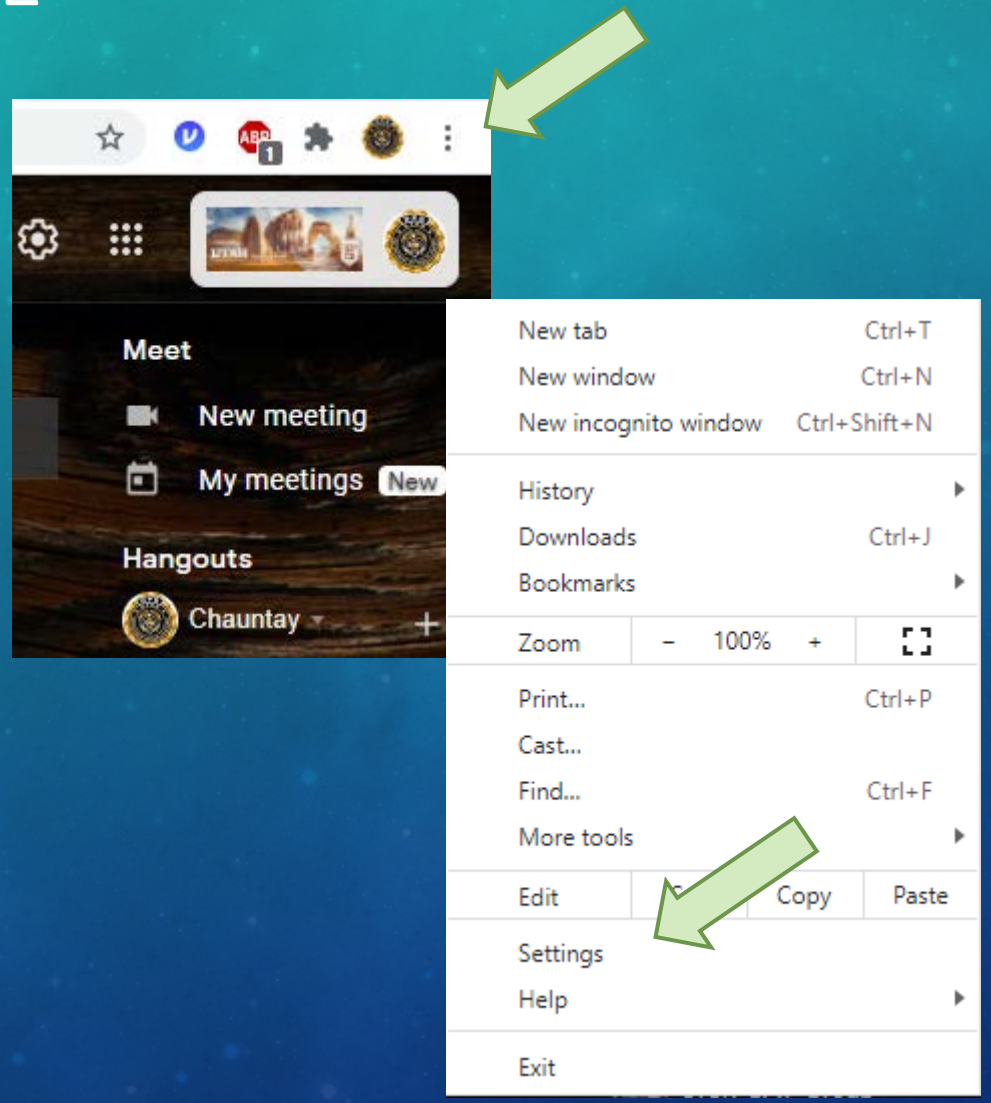
Audit Log Results
Created by cbakert on 08/12/2020 16:11:21

Received Time	Agency	UserID	Transaction	ORI	Search Fields	Index	Summary
No results found							

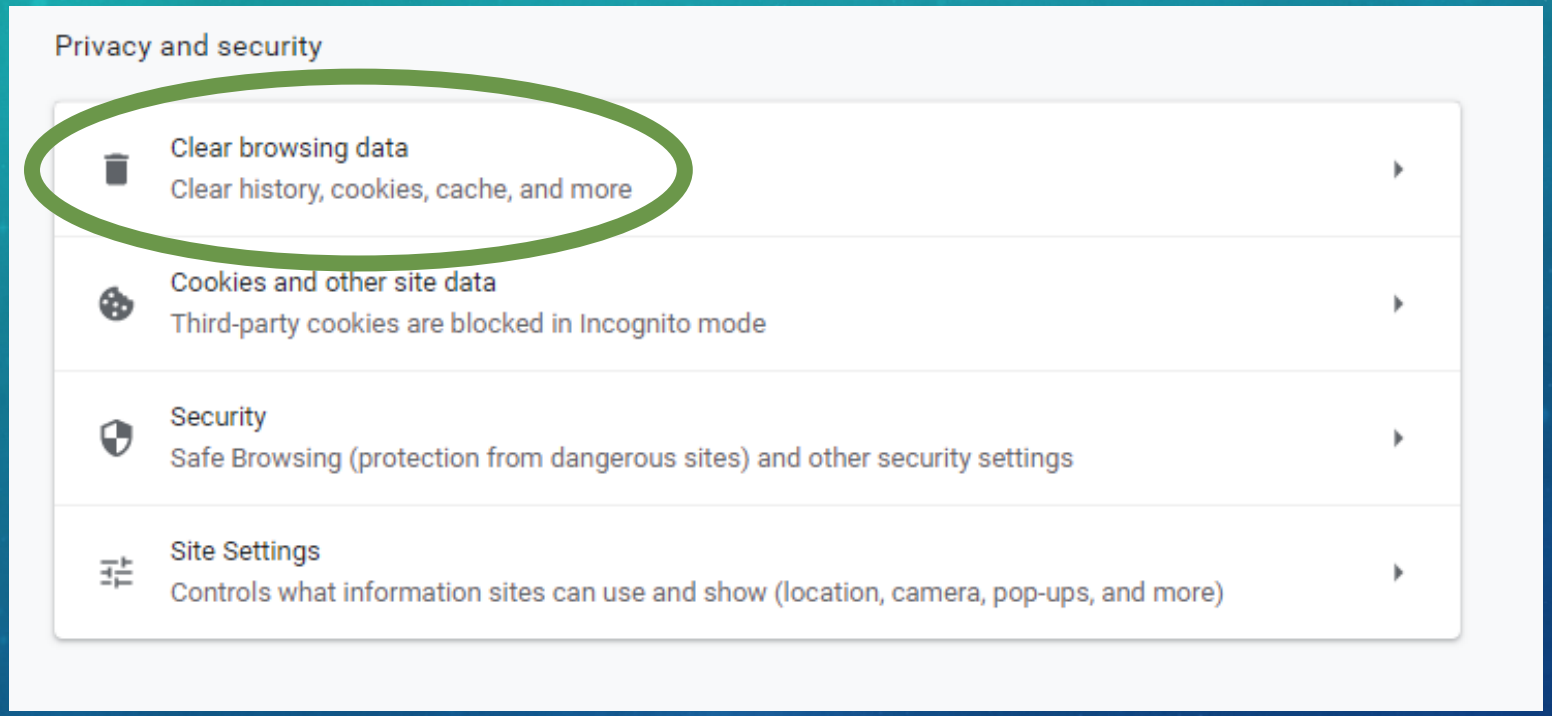
CLEAR CACHE

Clear cache regularly either in the settings or “force refresh” your page by pressing the Ctrl button and clicking the refresh button at the same time

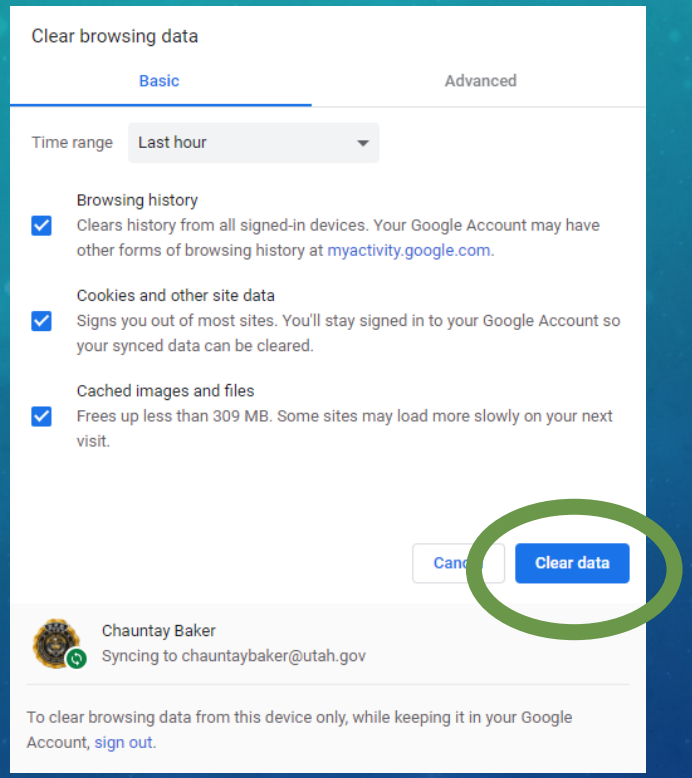
CLEAR CACHE


Meet
New meeting
My meetings
New
Hangouts
Chauntay
New tab Ctrl+T
New window Ctrl+N
New incognito window Ctrl+Shift+N
History
Downloads Ctrl+J
Bookmarks
Zoom – 100% +
Print... Ctrl+P
Cast...
Find... Ctrl+F
More tools
Edit Copy Paste
Settings
Help
Exit

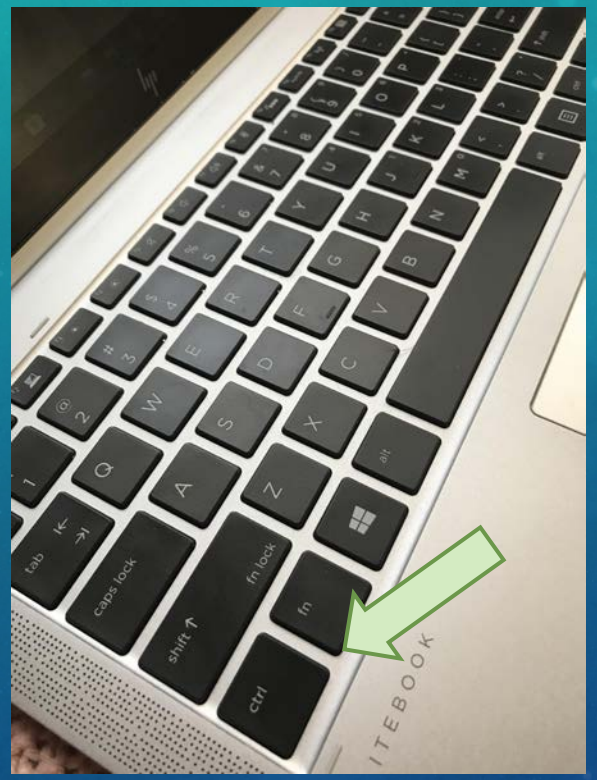
CLEAR CACHE

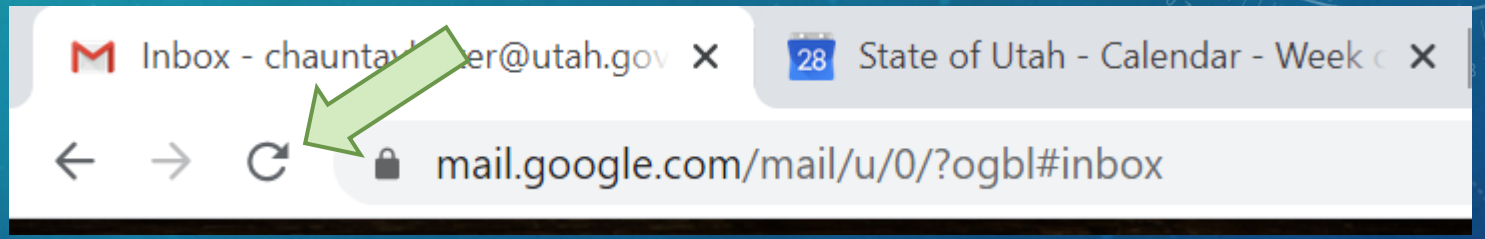

Privacy and security
Clear browsing data
Clear history, cookies, cache, and more
Cookies and other site data
Third-party cookies are blocked in Incognito mode
Security
Safe Browsing (protection from dangerous sites) and other security settings
Site Settings
Controls what information sites can use and show (location, camera, pop-ups, and more)

CLEAR CACHE


Clear browsing data
Basic
Advanced
Time range
Last hour
Browsing history
Clears history from all signed-in devices. Your Google Account may have other forms of browsing history at myactivity.google.com.
Cookies and other site data
Signs you out of most sites. You'll stay signed in to your Google Account so your synced data can be cleared.
Cached images and files
Frees up less than 309 MB. Some sites may load more slowly on your next visit.
Clear data
Chauntay Baker
Syncing to chauntaybaker@utah.gov
To clear browsing data from this device only, while keeping it in your Google Account, sign out.

CLEAR CACHE


tab
caps lock
shift
fn lock
fn
ctrl

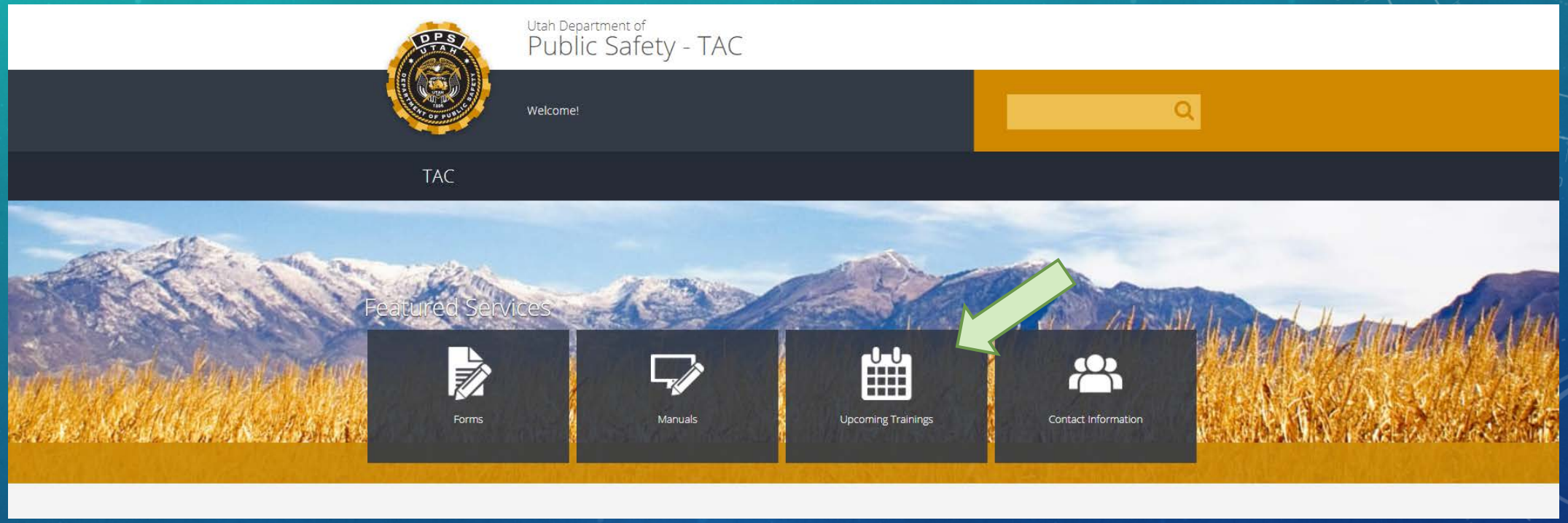

Inbox - chauntay
er@utah.gov
28
State of Utah - Calendar - Week
mail.google.com/mail/u/0/?ogbl#inbox

500 REMINDER

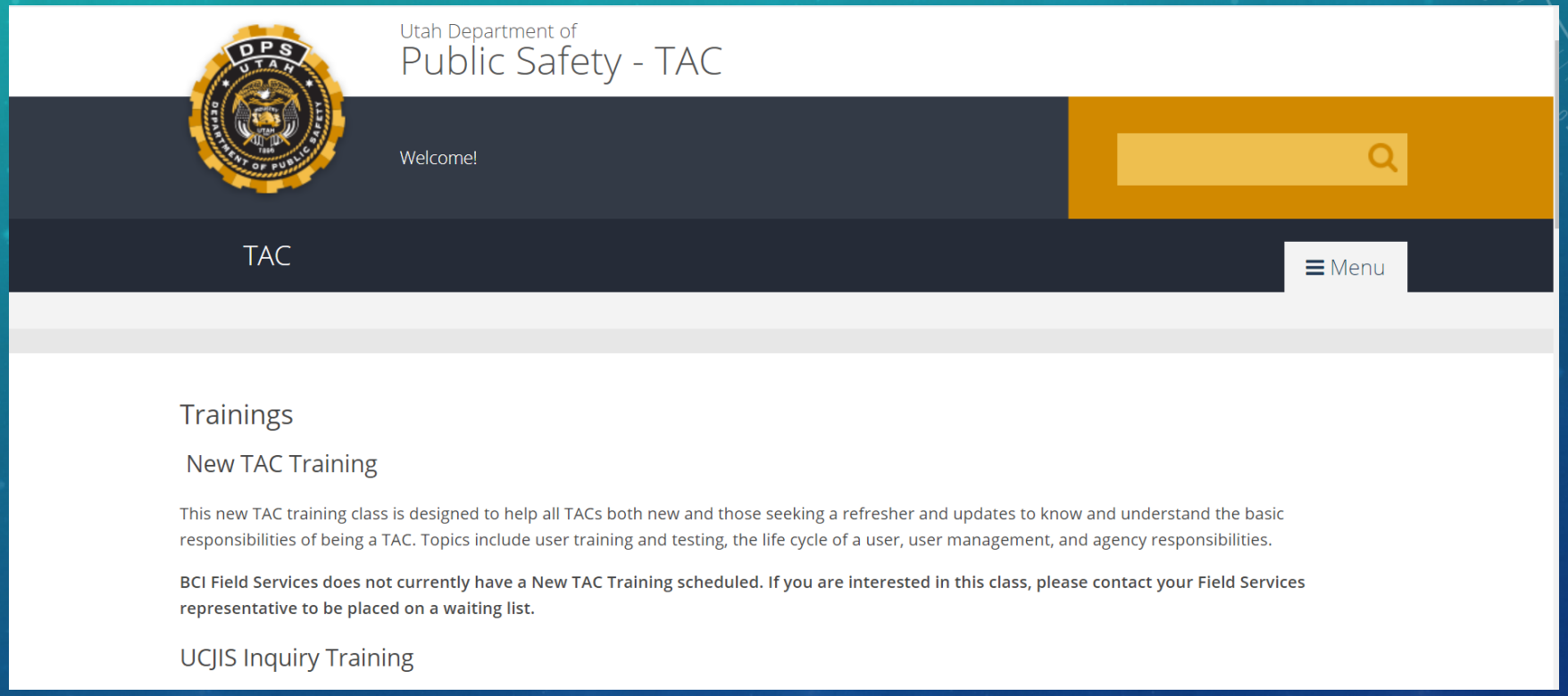
“500 Error” means that there is a problem with UCJIS

Wait a few minutes and then try again

TRAININGS


Utah Department of
Public Safety - TAC
Welcome!
TAC
Featured Services
Forms
Manuals
Upcoming Trainings
Contact Information

TRAININGS


Utah Department of
Public Safety - TAC
Welcome!
TAC
Menu
Trainings
New TAC Training
This new TAC training class is designed to help all TACs both new and those seeking a refresher and updates to know and understand the basic responsibilities of being a TAC. Topics include user training and testing, the life cycle of a user, user management, and agency responsibilities.
BCI Field Services does not currently have a New TAC Training scheduled. If you are interested in this class, please contact your Field Services representative to be placed on a waiting list.
UCJIS Inquiry Training

TRAININGS

Field Services is willing to assist your agency with training. Please reach out to your Field Service Representative to schedule that.