

Tribal Access Program (TAP) Application

The purpose of this application is to provide some basic information about the Tribe to the TAP team. It will help the Tribe describe some of the current processes and tools that are in place and help the Tribe articulate how they envision implementing TAP and what information gaps TAP may help to fill. TAP provides access to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) databases for the following purposes:

Criminal Justice

- Law Enforcement
- Criminal Courts
- Prosecutor's Office
- Pretrial Services
- Corrections/Detention
- Probation/Parole

Non-Criminal Justice/Civil

- Sex Offender Registry
- Civil Courts (limited)
- Tribal Housing
- Child Protective Services
- Child Social Services (Foster Care)
- Child Support Enforcement (limited)
- Human Resources (limited)

TAP is limited by federal law to allowing access to only specific agencies for specific purposes. TAP is not authorized to provide access to any other department such as gaming, elections, general human resources, and others. TAP also does not yet have a mobile capability for patrol cars, however TAP is exploring advanced technologies of this type.

TAP is funded by the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART), the Office of Community Oriented Policing Services (COPS), and the Office for Victims of Crime (OVC). Tribes must use TAP to support criminal justice purposes such as: law enforcement efforts in Indian country; sex offender registries authorized by the Adam Walsh Child Protection and Safety Act; and assist in providing services to victims of crime.

SORNA Tribes: Tribes that have been found to have substantially implemented SORNA or are working towards implementation of SORNA may be required to use the TAP workstation for the purposes of sex offender registration. The SMART Office can inform the tribe if this requirement pertains to your tribal jurisdiction.

Instructions

The TAP application is divided into the following four sections, (I) Demographic Information, (II) Community Resources and Using TAP, (III) Other TAP Requirements, and (IV) Required Resolution and Signatures.

It is important that all sections are completed as thoroughly as possible. Section II contains agency specific questions and if the Tribe does not have that particular type of agency respond "No" and proceed to the next agency.

The signature pages in Section IV can be signed electronically, by inserting a scanned image of a signature, or printed and routed for signature. If scanned images of signatures are inserted, it is advised that the signature pages be submitted as a PDF.

There is a checklist at the end of this application to assist with planning and marking items as complete.

Public reporting burden for this collection of information is estimated to average 60 minutes including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

The final application can be submitted as a PDF or saved as a word document and submitted no later than Thursday, October 31, 2019 by 12 midnight EST to TAP.App@usdoj.gov. Please include the Tribe name as part of the file name (e.g. [Tribe Name] – TAP Application).

I. Demographic Information

1. **Federally Recognized Tribal Name:** Click here to enter text.
2. **Mailing Address:** Click here to enter text.
3. **Current Tribal Leader:** Click here to enter text.
4. **General Form of Tribal Government:** Click here to enter text.
5. **Tribe's Land Base:** Click here to enter text.
6. **Number of Enrolled Members:** Click here to enter text.
7. **Total Population Living on Tribal Land:** Click here to enter text.
8. **Number of Enrolled Members Living on Tribal Land:** Click here to enter text.
9. **Does the Tribe have a significant number of visitors to Tribal Land:**
 - Yes
 - No

Click here to enter text.

10. **How do you currently access FBI CJIS databases and how will TAP help improve public safety for the Tribe? (please limit to 500 words)**

Click here to enter text.

II. Community Resources and Using TAP

Criminal Justice

A. Law Enforcement

1. **Does the Tribe have law enforcement that enforces Tribal, Federal, and/or State criminal laws?**
 - Yes
 - No (if no, go to B, Criminal Courts)

- 2. Name of the law enforcement agency(s):** [Click here to enter text.](#)
- 3. Is the law enforcement agency composed of:**
- Tribal
 - BIA Employees (SLEC status does not make a tribal officer a BIA employee, so do not consider that)
 - Hybrid/Both
 - Other [Click here to enter text.](#)
- 4. Does the law enforcement agency have arrest powers?**
- Yes
 - No
- If yes, please check all that apply:**
- Tribal
 - State
 - Federal
- 5. Does the law enforcement agency have dispatch services?**
- Yes
 - No
- If yes, please check all that apply and indicate number of dispatch personnel:**
- Tribal [Click here to enter text.](#)
 - BIA Employees [Click here to enter text.](#)
 - Hybrid/Both [Click here to enter text.](#)
 - Other [Click here to enter text.](#)
- 6. Does the law enforcement agency have sworn patrol officers?**
- Yes
 - No
- If yes, please check all that apply and indicate number of sworn patrol officer personnel:**
- Tribal [Click here to enter text.](#)
 - BIA Employees [Click here to enter text.](#)
 - Hybrid/Both [Click here to enter text.](#)
 - Other [Click here to enter text.](#)

7. Does the law enforcement agency have sworn Criminal Investigators/Detectives?

Yes

No

If yes, please check all that apply and indicate number of criminal investigator/detective personnel:

Tribal [Click here to enter text.](#)

BIA Employees [Click here to enter text.](#)

Hybrid/Both [Click here to enter text.](#)

Other [Click here to enter text.](#)

8. Does the law enforcement agency have management/administration personnel?

Yes, how many of these are sworn? [Click here to enter text.](#)

No

9. Does the law enforcement agency(s) currently have access to FBI CJIS databases?

Yes

No

If yes, which personnel have access to FBI CJIS databases (check all that apply):

Dispatchers

Patrol Officers

Criminal Investigators/Detectives

Management/Administrative Personnel

If yes, describe which databases and how law enforcement personnel access them (i.e., through County, State, Local systems) and the type of access the law enforcement personnel have (query/entry).

[Click here to enter text.](#)

10. Does the Tribe intend to have the law enforcement agency(s) use TAP?

Yes

No

If yes, indicate which personnel intend to use TAP:

Dispatch

Sworn Patrol Officers

Criminal Investigators/Detectives

Management/Administrative Personnel

If yes, please indicate the Agency Head/Director for the law enforcement agency:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

B. Criminal Courts

1. Does the Tribe have a criminal court?

Yes

No (if no, go to C, Prosecutor's Office)

If yes, does the Tribe service only your tribe or multiple-tribes?

Click here to enter text.

2. Does the Tribe have a criminal code?

Yes

No

3. Does the criminal court currently have access to FBI CJIS databases?

Yes

No

If yes, please describe which databases and how the criminal court accesses them (i.e., through County, State, Local systems) and the type of access the criminal court has (query/entry).

Click here to enter text.

4. Does the Tribe intend to have the criminal court use TAP?

Yes

No

If yes, please indicate the Agency Head/Director for the criminal court:

Name/Title: Click here to enter text.

Phone and Email: Click here to enter text.

C. Prosecutor's Office

1. Does the Tribe have a prosecutor's office?

Yes

No (if no, go to D, Pretrial Services)

2. Does the prosecutor's office currently have access to FBI CJIS databases?

Yes

No

If yes, please describe which databases and how the prosecutor's office personnel access them (i.e., through County, State, Local systems) and the type of access the prosecutor's office personnel have (query/entry).

[Click here to enter text.](#)

3. Does the Tribe intend to have the prosecutor's office use TAP?

- Yes
- No

If yes, please indicate the Agency Head/Director for the prosecutor's office:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

D. Pretrial Services

1. Does the Tribe have a pretrial services office?

- Yes
- No (if no, go to E, Corrections/Detention)

2. Do pretrial services personnel currently have access to FBI CJIS databases?

- Yes
- No

If yes, please describe which databases and how pretrial services personnel access them (i.e., through County, State, Local systems) and the type of access pretrial services personnel have (query/entry).

[Click here to enter text.](#)

3. Does the Tribe intend to have pretrial service office use TAP?

- Yes
- No

If yes, please indicate the Agency Head/Director for pretrial services:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

E. Corrections/Detention/Jail

1. Does the Tribe have its own correctional/detention/jail facility?

- Yes
- No, indicate where tribal arrestees are held (e.g. contract with local jail)

[Click here to enter text.](#) (If no, go to G, Probation/Parole)

If yes, is the facility a

- Tribally Operated Facility
- BIA Operated Facility

If yes, does every prisoner undergo a fingerprint-based booking?

- Yes
- No

2. Does the Tribe's correctional/detention/jail facility currently have access to FBI CJIS databases, such as NCIC?

- Yes
- No

If yes, please describe which databases and how corrections/detention personnel access them (i.e., through County, State, Local systems) and the type of access corrections/detention personnel have (query/entry).

[Click here to enter text.](#)

3. At the correctional/detention/jail facility, are fingerprint-based bookings currently submitted to FBI CJIS databases?

- Yes, all bookings are entered
- Yes, but only a subset of bookings are entered

Describe method of how bookings are entered:

[Click here to enter text.](#)

- No

4. If the Tribe does not have its own tribal detention facility, do tribal arrestees undergo a fingerprint-based booking at the facility used?

- Yes
- No

5. In that detention facility, under which ORI are tribal arrestees booked?

- State Issued Tribal ORI (Attributable to the Tribe)
- State/County/Local ORI (Attributable to the State or Local Law Enforcement Agency)

6. Does the Tribe intend to have the tribal correctional/detention/jail facility use TAP?

- Yes
- No

If yes, please indicate the Agency Head/Director for the correctional/detention facility:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

F. Probation/Parole

1. Does the Tribe have a probation/parole department?

Yes

No (if no, go to the [Non-Criminal Justice/Civil Section](#))

2. Does the probation/parole department currently have access to FBI CJIS databases?

Yes

No

If yes, please describe which databases and how probation/parole personnel access them (i.e., through County, State, Local systems) and the type of access probation/parole personnel have (query/entry).

[Click here to enter text.](#)

3. Does the Tribe intend to have the probation/parole department use TAP?

Yes

No

If yes, please indicate the Agency Head/Director for the probation/parole department:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

Non-Criminal Justice/Civil

A. Sex Offender Registry

1. Does the Tribe have a sex offender registry?

- Yes
- No (if no, go to B, Civil Courts)

2. How many employees work with the registry?: [Click here to enter text.](#)

3. Which system does the Tribe use as their electronic sex offender management system and sex offender registry public facing website?

- Tribe and Territory Sex Offender Registry System (TTSORS)
- State System such as Offender Watch
- Other [Click here to enter text.](#)

4. How does the Tribe submit sex offender fingerprints and palm prints to the FBI?

- Inked Card sent to State
- Electronic Scan sent to State
- Inked Card sent directly to FBI
- Electronic Scan sent directly to FBI
- Not at all
- Other [Click here to enter text.](#)

5. How does the Tribe submit sex offender entries to the National Sex Offender Registry (NSOR), which is part of the National Criminal Information Center (NCIC)?

- Through State system via access to a State terminal
- Form sent to State, County, Local for entry into NCIC/NSOR on Tribe's behalf
- Tribe does not submit to NSOR
- Other [Click here to enter text.](#)

6. Do tribally registered sex offenders appear in FBI CJIS databases under the Tribe's State Issued Tribal ORI or the servicing agency's (State, County, Local) ORI?

- State Issued Tribal ORI (Attributable to the Tribe)
- Servicing Agency ORI (Attributable to the State, County or Local Law Enforcement Agency)
- Don't Know/Unsure

7. Does the Tribe intend to use TAP to support the sex offender registration process? Check all that apply:

- Yes, to submit fingerprints
- Yes, to enter NCIC NSOR
- No

If yes, please indicate the Agency Head/Director for the sex offender registry:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

B. Civil Courts (limited)

1. Does the Tribe have a civil court that issues orders of protection in domestic violence/stalking cases and/or adjudicates cases of mental health issues?

- Yes
- No (if no, go to C, [Indian Tribes or Tribally Designated Housing Entities](#))

If yes, does the court service only your tribe or multiple-tribes?

[Click here to enter text.](#)

2. Does the civil court currently have access to FBI CJIS databases?

- Yes
- No

If yes, please describe which databases and how civil courts personnel access them (i.e., through County, State, Local systems) and the type of access civil courts personnel have (query/entry).

[Click here to enter text.](#)

3. Does the Tribe intend to have the civil court use TAP for this limited purpose?

- Yes
- No

If yes, please indicate the Agency Head/Director for the civil court:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

C. Indian Tribes or Tribally-Designated Housing Entities (Tribal Housing)

1. Does the Tribe have a Tribally-designated housing entity that receives funds under the Native American Housing Assistance and Self-Determination Act of 1996, 25 U.S.C. Section 4111, et seq and need to perform background checks on

adult applicants for employment or current and prospective tenants for purposes of applicant screening, lease enforcement, and/or eviction?

Yes

No (if no, go to D, Child Protective Services)

2. Does the Tribally-designated housing entity have a policy on how and when background checks are performed?

Yes

No

If yes, describe the policy: [Click here to enter text.](#)

3. Briefly describe how the Tribally-designated housing entity currently conducts background checks.

[Click here to enter text.](#)

4. Does the Tribally-designated housing entity currently have access to FBI CJIS databases?

Yes

No

If yes, please describe which databases and how the Tribally-designated housing entity personnel access them (i.e., through County, State, Local systems) and the type of access the Tribally-designated housing entity personnel have (query/entry).

[Click here to enter text.](#)

5. Does the Tribe intend to have the Tribally-designated housing entity use TAP?

Yes

No

If yes, please indicate the Agency Head/Director for the tribally designated housing entity

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

D. Child Protective Services (responsible for child abuse/neglect investigations)

1. Does the Tribe have a child protective services agency?

Yes

No (if no, go to E, Child Social Services – Foster/Relative Care)

2. Does the child protective services agency currently have access to FBI CJIS databases?

- Yes
- No

If yes, please describe which databases and how child protective services personnel access them (i.e., through County, State, Local systems) and the type of access child protective services personnel have (query/entry).

[Click here to enter text.](#)

3. Does the Tribe intend to have the child protective services agency use TAP?

- Yes
- No

If yes, please indicate the Agency Head/Director for the child protective services agency:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

E. Child Social Services (Foster/Relative Care)

1. Does the Tribe have a child social services agency?

- Yes
- No (if no, go to F, Child Support Enforcement)

2. Does the child social services agency currently have access to FBI CJIS databases?

- Yes
- No

If yes, please describe which databases and how the child social services agency personnel access them (i.e., through County, State, Local systems) and the type of access the child social services agency personnel have (query/entry).

[Click here to enter text.](#)

3. Does the Tribe intend to have the child social services agency use TAP?

- Yes
- No

If yes, please indicate the Agency Head/Director for the child social services agency:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

F. Child Support Enforcement (limited)

1. Does the Tribe have a child support enforcement agency?

Yes

No (if no, go to G, Human Resources)

2. Does the child support enforcement agency currently have access to driver's license and vehicle registration information through Nlets?

Yes

No

If yes, please describe how the child support enforcement agency personnel accesses Nlets (i.e., through County, State, Local systems)

[Click here to enter text.](#)

3. Does the Tribe intend to have the child support enforcement agency use TAP for this limited purpose?

Yes

No

If yes, please indicate the Agency Head/Director for the child support enforcement agency:

Name/Title: [Click here to enter text.](#)

Phone and Email: [Click here to enter text.](#)

G. Human Resources (limited)

1. Does the Tribe have a Human Resources agency that conducts background checks on all tribal employees, prospective employees, or volunteers who have contact with or control over Indian Children?

Yes

No (if no, go to Section III, Other TAP Requirements)

2. Does the Human Resources agency currently have access to FBI CJIS databases?

Yes

No

If yes, please describe which databases and how Human Resource personnel access them (i.e., through County, State, Local systems) and the type of access Human Resource personnel have (query/entry).

[Click here to enter text.](#)

If yes, please describe how the Tribe submits fingerprints now?

Click here to enter text.

3. Does the Tribe intend to have the Human Resources agency use TAP for this limited purpose?

Yes

No

If yes, please indicate the Agency Head/Director for the Human Resources agency:

Name/Title: Click here to enter text.

Phone and Email: Click here to enter text.

III. Other TAP Requirements

A. Adherence to the CJIS Security Policy

We agree that we will adhere to the [FBI CJIS Security Policy](#) and understand that misuse may result in access being discontinued.

B. Low/Non-Use

We agree that low or non-use of TAP may result in access being discontinued.

C. Tribal Point of Contact

We agree to assign a Tribal point of contact who will remain involved in the TAP onboarding and vetting process through final deployment and continued use of the program. That person is identified below:

POC Name/Title: Click here to enter text.

Phone and Email: Click here to enter text.

D. FBI CJIS MOU

We agree to execute a Memorandum of Agreement (MOA) with FBI CJIS and pay the standard national User Fees associated with fingerprint-based background checks for non-criminal justice/civil purposes. User Fees are not paid for the submission of sex offender registrations.

E. Documentation and Policies

We agree to provide necessary documentation and establish appropriate policies during the onboarding and vetting period.

F. Individual User Requirements

We agree to ensure individual users of TAP establish appropriate accounts, take required training, successfully complete fingerprint-based background checks, and obtain necessary certification during the onboarding and vetting period.

G. Participation in Deployment Day Training

We agree to ensure users of TAP participate in deployment day training.

H. Compliance with Policy Requirements

We agree to comply with, and adhere to, all auditing and policy requirements as well as all personnel, physical, and technical security requirements.

I. High Speed Internet Access

We agree to provide high-speed Internet access.

J. Tribally Owned Personal Computer (PC)

We agree to provide a Tribally-owned PC(s) that meets the necessary specifications for the installation of OpenFox Messenger to access NCIC.

Tribe agrees to all of the requirements in Section III. This application will not be considered without the Tribe agreeing to all of the above requirements.

IV. Required Resolution and Signatures

This application requires the consent of the head of the Tribe and a resolution authorizing this application. **The Tribe's application will not be considered without these two items.**

Does the Tribe have consent of the Tribe's head? Yes

Is the Tribe's resolution attached? Yes

Tribal Head Signature:

Name

Signature

Title

Agency Signatures for Consent

All agency heads that plan to use TAP must sign below.

_____ Name	_____ Signature	_____ Law Enforcement/Title
_____ Name	_____ Signature	_____ Criminal Courts/Title
_____ Name	_____ Signature	_____ Prosecutor's Office/Title
_____ Name	_____ Signature	_____ Pretrial Services/Title
_____ Name	_____ Signature	_____ Corrections/Detention Title
_____ Name	_____ Signature	_____ Probation/Parole/Title
_____ Name	_____ Signature	_____ SORNA Officer/Title
_____ Name	_____ Signature	_____ Civil Courts/Title
_____ Name	_____ Signature	_____ Housing Title
_____ Name	_____ Signature	_____ Child Protective Services/Title
_____ Name	_____ Signature	_____ Child Social Services /Title
_____ Name	_____ Signature	_____ Child Support Enforcement/Title
_____ Name	_____ Signature	_____ Human Resources/Title

TAP Application Checklist

Section I: Demographic Information

Section II: Community Resources and Using TAP

Criminal Justice Agencies

- A. Law Enforcement
- B. Criminal Courts
- C. Prosecutor's Office
- D. Pretrial Services
- E. Corrections/Detention
- F. Probation/Parole

Civil Agencies

- A. Sex Offender Registry
- B. Civil Courts (limited)
- C. Indian Tribes or Tribally Designated Housing Entities (Tribal Housing)
- D. Child Protective Services
- E. Child Social Services (Foster/Relative Care)
- F. Child Support Enforcement (limited)
- G. Human Resources (limited)

Section III: Other TAP Requirements

Section IV: Required Resolution and Tribal Head Signature

The final application can be submitted as a PDF or saved as a word document and submitted no later than Thursday, October 31, 2019 by 12 midnight EST to TAP.App@usdoj.gov. Please include the Tribe name as part of the file name (e.g. [Tribe Name] – TAP Application).