



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Federal Investigative  
Services

### **Federal Investigations Notice**

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**Notice No. 16-03**

**Date: March 3, 2016**

#### **SUBJECT: Fingerprint Processing Change for FY 2017**

This notice applies only to agencies that currently conduct fingerprint checks of the Federal Bureau of Investigation, Criminal Justice Information Services' (FBI-CJIS) criminal history records and provide the results to the Office of Personnel Management, Federal Investigative Services (OPM-FIS) to incorporate into the background investigations OPM-FIS performs for those agencies.

Effective October 1, 2016, OPM-FIS will no longer accept agency-submitted fingerprint results to satisfy background investigation requirements. This change will:

- Provide consistency in the data sources searched as a part of the biometric check;
- Permit the FBI to work directly with OPM-FIS to resolve problems experienced when results are incomplete because FBI-CJIS will not assist OPM-FIS if we did not request the initial fingerprint check; and finally,
- Ensure pertinent information is forwarded to OPM-FIS for processing to support planned continuous evaluation enhancements.

For purposes of quality and efficiency, OPM-FIS requests that agencies utilize electronic fingerprint capture when requesting investigations from OPM-FIS. Agencies currently providing electronic fingerprints directly to FBI-CJIS will need to coordinate with their fingerprinting hardware/software vendors to establish a connection to OPM's Fingerprint Transaction System (FTS). Agencies must register and successfully test their systems with OPM prior to use. Please contact OPM's System Access Support at [livescanauthorization@opm.gov](mailto:livescanauthorization@opm.gov) to complete the registration process and required testing.

Agencies currently requesting fingerprint checks from FBI-CJIS using the hard-card fingerprints submission process are encouraged to transition to electronic fingerprint capture for providing fingerprints to OPM. If needed, guidance regarding hard-copy requests is provided on the OPM.gov website at: <http://www.opm.gov/investigations/background-investigations/reference/inv-15-requesting-opm-personnel-investigations/> as well as in Federal Investigations Notice 15-02, *Revised Standard Form 87 Fingerprint Chart Implementation*.

OPM-FIS will work with agencies to successfully transition them to meet this requirement. Please contact your OPM External Liaison with any questions or if assistance is needed with transitioning your agency to the new process.



Merton W. Miller  
Associate Director  
Federal Investigative Services

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Inquiries: OPM-FIS, External Liaison 724-794-5612

Code: Executive Order 10450; Executive Order 10577; Executive Order 13467; title 5, Code of Federal Regulations, part 736; 2012 Federal Investigative Standards

Distribution: SOIs/SONs

Notice Expires: Until Superseded