



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
QUANTICO, VA 22134-2253



Federal Investigations Notice

Notice No. 22-04

October 15, 2022

Subject: Fingerprint Processing Change – Agency Submitted Fingerprint Results

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 directly with the FBI, and then submits those results to the Defense Counterintelligence and Security Agency (DCSA) to incorporate into the background investigations conducted by DCSA (agency-submitted fingerprint results).

Effective January 1, 2023, DCSA 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 DCSA to resolve problems when results are incomplete. FBI-CJIS will only assist the agency that requested the initial fingerprint check; and finally,
- Ensure pertinent information is forwarded to DCSA for processing to support continuous evaluation associated with Trusted Workforce policy and implementation.

For purposes of quality and efficiency, DCSA requests that agencies utilize electronic fingerprint capture when requesting investigations from DCSA. Agencies currently providing electronic fingerprints directly to FBI-CJIS will need to coordinate with their fingerprinting hardware/software vendors to establish a connection to DCSA's Fingerprint Transaction System (FTS). Agencies must register and successfully test their systems with DCSA prior to use. Please contact DCSA's System Liaison at dcsa.boyers.dcsa.mbx.fts-team@mail.mil to complete the registration process and required testing. If your agency would find using a third-party vendor helpful in meeting this deadline, please contact your Agency Liaison before choosing a vendor.

DCSA encourages agencies currently requesting fingerprint checks from FBI-CJIS using the hard-card fingerprint submission process to transition to electronic fingerprint capture for providing fingerprints to DCSA. If needed, guidance regarding hard-copy requests is provided on the DCSA website at: https://www.dcsa.mil/mc/pv/gov_hr_security/requesting_pi_via equip/.

DCSA will work with agencies to successfully transition to the process of submitting fingerprint charts (electronic or hardcopy) directly to DCSA. Please contact your DCSA Agency Liaison with any questions or if assistance is needed with transitioning your agency to the new process.


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Distribution: All agency SOI and SON Office

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