

April 19, 2016 Changes to the FD-961 (Bioterrorism Risk Assessment Form) Webinar Q and A's

From whom should we be receiving expiration letters?

The Federal Select Agent Program sends the expiration letters to the Responsible Official.

What should we do if we are not receiving the expiration letters?

Notify your file manager to ensure that we have the correct contact information on file for your Responsible Official.

NOTE: Responses to webinar participant questions listed below are provided by the Federal Bureau of Investigation, Criminal Justice Information Services, Bioterrorism Risk Assessment Group

If you currently have an active SRA (security risk assessment), do you still need to submit a new form and photo?

No, as long as your SRA is active you do not need to submit a new form and photo. When your SRA is due for renewal you will use the new form and photo at that time.

Why do renewal applicants need to submit a photo? Many have been already been approved for years.

The Federal Bureau of Investigation (FBI) Criminal Justice Information Services Division (CJIS) will use your photograph as part of its vetting process which now includes using facial recognition software. The photo should be recent, taken within the last 6 months to reflect your current appearance.

Are there specifications on the type of photo? Passport photo, etc.? Would a digital photo be accepted? Can we e-mail it?

The requirements for the photo are listed on page 4 of the FD-961 and also in the form instructions. A passport photo or a digital photo that meets the requirements are acceptable. The photo can be e-mailed as long as it is a digital photo or scanned according to the requirements.

Why are digital fingerprints not accepted? Why is it necessary to use hard-copy cards? It is getting exceedingly difficult to find a location to do hard copy cards.

Digital fingerprints are acceptable. The entity should use Livescan to capture the fingerprints and print out to be mailed to CJIS. Fingerprints taken using Livescan are generally better quality and are preferred to the ink fingerprint.

Can fingerprint forms be requested by email or website as opposed to faxed request?

The fingerprint packets are sent from our Service Center and currently they only accept faxed requests. The requests can be faxed to 304-625-3984.

Does the requirement to include place of residence after the age of 18 years include student accommodations?

This includes any place you have lived since the age of 18 years, you only need to supply the state of residence.

Is any new documentation required for foreign nationals, naturalized citizens or Americans born abroad?

No, the requirements for foreign nationals, naturalized citizens or Americans born abroad have not changed.

Why is CJIS asking for personal e-mail addresses?

The email addresses will help in doing some of the database searches.

How is identification of race incorporated in the risk assessment?

The race is used as part of the search criteria. It helps to eliminate candidates who do not match the applicant.

Please clarify if individuals or the entity should send in the FD-961 and fingerprints.

As long as the FD-961 is signed by both the candidate and the RO/ARO, the package may be mailed by either.

Wouldn't having the individual send in their own fingerprints present a security concern?

The RO/ARO should establish the identity of the candidate prior to signing the FD-961. A fingerprint card with improper identity would most likely be identified by CJIS and subject the candidate to possible prosecution.

Is there any latitude on the renewals if it expired recently? We were not notified of any impending expirations so I have sent in some renewals shortly after expiration.

When an individual expires and their SRA is no longer active CJIS is required to remove their fingerprints from our database.

Please clarify the CJIS address where we need to submit the forms.

The forms should be mailed to:

Bioterrorism Risk Assessment Group, Module D-3, Criminal Justice Information Services Division, Federal Bureau of Investigation, 1000 Custer Hollow Road, Clarksburg, WV 26306

How long should one wait before contacting FSAP on the status of an application?

The CJIS Bioterrorism Risk Assessment Group (BRAG) has 45 days to complete an SRA, however, most are completed within two weeks from the time they are received.

Is there any assurance of security of information sent via e-mail if you prefer it to be unencrypted?

The information will be sent to BRAG through the FBI's Law Enforcement Online Enterprise Portal (LEEP). The email will be deleted as soon as the information is printed out.

Will there be a delay for forms sent by mail? Many people are not comfortable sending their person info via email.

There is no delay for forms sent by mail. The only difference in time would be the time it takes for the package to be delivered.

May we contact CJIS via email and get a response regarding submitted FD-961s?

CJIS notifies the Federal Select Agent Program (FSAP) upon completion of the SRA. Questions should be submitted to the FSAP since they make the final adjudication.

Why did you remove the Armed Forces question?

The Armed Forces question was originally added to the FD-961 so that we could search those individuals in a specific database that we no longer have access to and therefore it is not used.