

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: CJIS Authorization for Fingerprinting

Dear [Recipient's Name],

This letter serves as formal authorization for [Name of Individual to be Fingerprinted], to undergo fingerprinting as part of the requirements for [Reason for Fingerprinting, e.g., employment, licensing, etc.].

As a representative of [Your Organization's Name], I confirm that [Name of Individual] is seeking access to information that requires a CJIS background check under the guidelines set forth by the Federal Bureau of Investigation (FBI) and Criminal Justice Information Services (CJIS) Division.

Please provide the necessary services to facilitate the fingerprinting process. If you require any additional information or verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]