



TIME SYSTEM NEWSLETTER

A Newsletter from the Crime Information Bureau Published by the Wisconsin Department of Justice

April 2024

IN THIS ISSUE

1 Letter from the Director

2 CIB Promotion

2-3 TIME for Training

3-4 Sample Policies for CJIS Compliance

4-5 Updated Portal Menu with Newly Accessible Forms

5-6 Using Care When Entering Records

7 Digital Media Sanitization

7-8 PROTECT Search

8 AFIS Unit Name Change

9 CIB Conference Save the Date

10-11 CIB Contacts and Resources

Message from our Director

In this Spring issue of the TIME System newsletter, I am very happy to announce Sarah Cook's promotion to Senior Training Officer, Congratulations Sarah! Please be on the lookout for a CIB job posting to fill her previous position soon!

The newest version of the CJIS Security Policy (5.9.4) was recently released by the FBI. CIB is continuing to review the policy to update our audit materials and training. We are always available to help answer your agencies' questions regarding the policy. In an effort to help the field, the FBI and CIB have draft policies for some of the control families. We encourage agencies to not try to recreate the wheel and use these draft policies as a starting point to create agency policies. We also include a useful article on the disposal of digital media.

As we continue to use feedback from the field to fine tune Portal XL, we have deployed a few new forms regarding supervised release, please see the article in the newsletter for more information. We appreciate your patience as we continue to work on making Portal XL more resilient and we appreciate all feedback from the field.

CIB is actively working on the 2024 CIB Conference. The conference will be back at the Radisson in Green Bay the week of September 9th. While we are in the planning stages, we welcome any suggestions for breakout sessions that our users would find beneficial. If you have anything you would like to see as a breakout session, please reach out to us.

CIB Promotion

Sarah Cook was recently promoted as the TIME and Technical Unit’s Senior Training Officer. Sarah joined CIB in 2021 as a Training Officer. Prior to that, Sarah was a telecommunicator with the Waukesha County Communications Center. She was a dispatcher for over 14 years and trained new hires both on the job and in the classroom setting for 11 years. Sarah looks forward to continuing to improve our TIME System training program and welcomes any input and feedback.



training is required annually! This training is currently included in module 1 and in each of the recertification modules, so the easiest way to stay certified is to complete TIME system training one year and then the standalone Security Awareness training the next year, in a two-year cycle.

Another type of training that must be completed annually is the Local Agency Security Officer (LASO) training. The LASO role is defined in section 3.2.9 of the CJIS Security Policy; it is basically an IT Specialist role in charge of maintaining compliance with most of the technical aspects of the CJIS Security Policy. Every agency with TIME System access **must** have a LASO, and they are required to complete the LASO training module annually. This training is currently available as a module in TRAIN or a printable handout on WILEnet.

We have two types of role-based trainings that do not expire – TAC training and Validation training. TACs are **required** to attend a TAC training within one year of being assigned the TAC role – **check to make sure your agency’s TAC has completed this training at least once!** Also, while the certification doesn’t expire, some TACs don’t attend these classes more than once, even after years or even decades in the role! CIB recommends that TACs attend a class again as a refresher and to cover any changes to the CJIS Security Policy or the TIME system!

TIME for Training?

The TIME and Technical Unit creates online training modules and teaches in-person classes to provide agencies across the state with the training required to access and understand the TIME system and the rules and regulations governing its use. These courses also provide certifications required to use the TIME system and fill certain specific roles. An agency’s TIME Agency Coordinator (TAC) is responsible for making sure that all TIME users are certified for their level of TIME system access. Standard training expires every two years –for MDC, Basic and Advanced training, whether taught in person or with modules. **However, as of October 1st, 2023, Security Awareness (SA)**

TIME AGENCY COORDINATOR (TAC) TRAINING

| | |
|---------------------------------------|------------------------------------|
| March 19, 2024 8:30 am – 4:00 pm | Cedarburg Police Department |
| May 7, 2024 8:30 am – 4:00 pm | Walworth County Sheriff’s Office |
| June 11, 2024 8:30 am – 4:00 pm | Shawano County Sheriff’s Office |
| July 16, 2024 8:30 am – 4:00 pm | Iowa County Sheriff’s Office |
| Sept 17, 2024 8:30 am – 4:00 pm | Green Lake County Sheriff’s Office |
| October 15, 2024 8:30 am – 4:00 pm | Lincoln County Sheriff’s Office |

Many agencies have new validation officers attend a Validation course before having them handle validations; although it is not required,

users often find it easier to learn the rules and procedures in a focused classroom setting. This is another course that can be helpful to take again if it's been more than a few years since someone last attended a class!

TIME SYSTEM VALIDATION TRAINING

| | |
|---|------------------------------------|
| March 20, 2024 8:30 am – 4:00 pm | Cedarburg Police Department |
| April 16, 2024 8:30 am – 4:00 pm | Columbia County Sheriff’s Office |
| June 12, 2024 8:30 am – 4:00 pm | Shawano County Sheriff’s Office |
| August 20, 2024, 8:30 am – 4:00 pm | Barron County Sheriff’s Office |
| September 18, 2024 8:30 am – 4:00 pm | Green Lake County Sheriff’s Office |

Currently, we will not be hosting any Basic classes for the 2024 Training Year. However, in-person Basic training can be requested by an agency, if possible, CIB prefers a minimum of 10 students to attend the class. Personnel can still obtain a Basic certification by completing modules 1-8 online.

Advanced certification can be completed online by completing the Person Entry, Vehicle Entry, Other Property Entry modules followed by the Advanced Project. The TIME and Technical trainers are also teaching the following in-person classes:

ADVANCED TIME SYSTEM OPERATOR TRAINING

| | |
|--|----------------------------------|
| April 17 & 18, 2024 8:30 am – 4:00 pm | Columbia County Sheriff’s Office |
| May 8 & 9, 2024 8:30 am – 4:00 pm | Walworth County Sheriff’s Office |
| July 17 & 18, 2024 8:30 am – 4:00 pm | Iowa County Sheriff’s Office |
| August 21 & 22, 2024 8:30 am – 4:00 pm | Barron County Sheriff’s Office |
| October 16 & 17, 2024 8:30 am – 4:00 pm | Lincoln County Sheriff’s Office |

Reminder: Registration for the above classes may be accomplished in the following ways:

1. The agency TRAIN administrator can register personnel online through the registration functions available on TRAIN.
2. For assistance with difficulties or for information on how to register your personnel, the agency TAC or TRAIN administrator may send an email message to cibtrain@doj.state.wi.us.

New CJIS Security Policy Released and Sample Policies for CJIS Compliance

The Criminal Justice Information Services (CJIS) Security Policy is a set of guidelines that governs the access, use, and dissemination of criminal justice information. The latest version, 5.9.4, has been released and is available here: [CJIS Security Policy](#). This latest release brings changes to the following areas: Planning, Audit and Accountability, Systems Communication, Risk Assessment, and Contingency Planning.

Updates to the CJIS security policy require agencies to have policies and procedures for each compliance area control group. The CJIS Security Policy outlines 16 policy areas and prescribes mandatory procedures for accessing, using, and securing criminal justice information.

Please note the CJIS Security Policy is in the process of being updated and not all compliance areas have requirements for specific policies yet. To ensure that you have the most up-to-date information, it is recommended that you consult the most recent version of the [CJIS Security Policy](#).

Sample policies for CJIS Security Policy compliance can be obtained from the Crime Information Bureau. Available samples include access control, auditing and accountability, awareness and training, configuration management, identification and authentication, incident response, maintenance, media protection, personnel security, physical and environmental protection, planning policy, risk assessment policy, system and communication

protection policy, system and information integrity policy, and system and services acquisition policy. These sample policies can be used as a starting point for developing policies and procedures that are specific to your agency’s needs. It is important to note that these sample policies should be reviewed and customized to ensure that they meet your agency’s specific requirements.

By having policies and procedures in place for each compliance area in the CJIS Security Policy, law enforcement agencies can ensure that they are following the guidelines and protecting sensitive information from unauthorized access. If you have any questions or concerns, or to request copies of the sample policies, please contact the Crime Information Bureau at cibtrain@doj.state.wi.us.

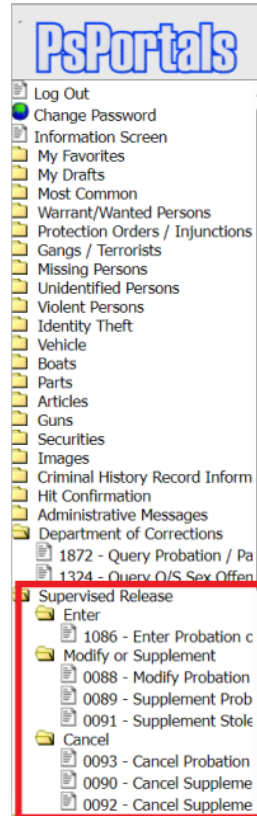
Updated Portal Menu with Newly Accessible Forms

Supervised Release (Entry, Modify, Cancel, etc.)

If you have logged into Portal XL recently, you may have noticed some forms available within the “Supervised Release” folder. You may be thinking that these forms will only apply to Department of Corrections for Probation and Parole, but there are other criteria for entry into this file.

Agencies must have documentation (electronic or hard copy) on file to support a supervised release entry. Local, state, and federal supervision officers may enter records in NCIC for subjects who are put under specific restrictions during their probation, parole, supervised release sentence, or pre-trial sentencing. The court shall order as an explicit condition of a sentence of probation or supervised release "that the defendant not commit another local, state, or federal crime during the term of supervision" (Title 28, U.S.C., Sections 3563 and 3583).

Agencies can use this file type to enter individuals who are on home monitoring or on supervised release until their trial dates.



Below is an example of the Supervised Release entry form with required fields:

Vehicle Information:

Vehicle Identification Number Vehicle Year

Make Model Style

Color

Other Information:

Originating Agency Case Number TEST123 * Original Offense Code

Court ORI Issuing Warrant Warrant Number

Sentencing Court ORI Arresting Agency ORI

Start Date of Supervision 01302024 * Release Date from Supervision

End Date of Probation / Parole 02282024 * Date of Arrest

Supervising Officer's Name OFFICER SMITH *

Supervising Officer's Telephone # 6082667633 *

E-mail Address

Place of Incarceration

Release Location

DNA Available

DNA Location

Stolen / Fraudulent Information:

Last Name

First Name

Middle Name

Suffix Date of Birth

Social Security Number Miscellaneous Number

Operator's License Number State Year

Miscellaneous

TEST RECORD - SUPERVISED RELEASE - SUBJ AWAITING TRIAL, NOT TO HAVE ANY CONTACT WITH THE VICTIM FROM DOMESTIC CASE NUMBER 23CF00001

Operator COOKSM284

Please take note that the End Date of Probation / Parole is a required field, so even if the individual is not actually on Probation at the time, that field will need to be filled in with whatever day the Supervised Release would end.

Agencies can use this to track individuals who are out on a court release and may have bail release conditions. This record would indicate to officers in the field that the individual has an open case and then would prompt the officers to further investigate whether or not the individual is violating terms of their Supervised Release.

Using Care When Entering Records

For those of you who have entered records into the TIME system, you know that entering

long numbers (such as driver's license numbers, fingerprint classification, vehicle identification numbers, etc.) can be tedious, time consuming and it can be easy to make a mistake.

Numbers get transposed, letters are missed or typed incorrectly. That is why second party checks are required to make sure we catch those errors. Unfortunately, it is not always as simple as numbers getting transposed and may require a closer look at the form in which the information was entered. Recently, TSCC received a phone call from an agency that was unable to supplement a record. Continue reading to find out what was wrong.

Below is an example of a test record entered by CIB:

```

/781A C173 F0069778COOKSM284 WI013015Y
SGTH 19051 9 01/30/24 10:46 01 OF 01
ZZZDOTIES
ARIEL
03102001
***** WANTED PERSON - WARRANT *****
** FELONY - NO EXTRADITION - IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS
SUBJECT
NAME/ZZZDOTIES, ARIEL D
SEX/FEMALE RACE/WHITE DATE OF BIRTH/03102001
HEIGHT/504 WEIGHT/110 EYE COLOR/BLUE HAIR COLOR/RED OR AUBURN
ADDRESS/123 UNDER THE SEA CITY/TRITONTOWN STATE/WISCONSIN
DETAIL
ORI/WI013015Y ORI IS WI DOJ-CRIME INFORMATION BUREAU
SYSTEM IDENT #/31069444 NCIC #/W820048741
AGENCY CASE #/TESTSMCWARRANT
ENTERED BY/COOKSM284 DATE/01302024 TIME/1045
TYPE OF WARRANT/FELONY
OFFENSE CODE/5005 CONTEMPT OF COURT CONTEMPT OF COURT
DATE OF WARRANT/01302024
REMARKS
TEST RECORD WARRANT
*****VERIFY WARRANT/WANTED STATUS IMMEDIATELY WITH ORI*****
    
```

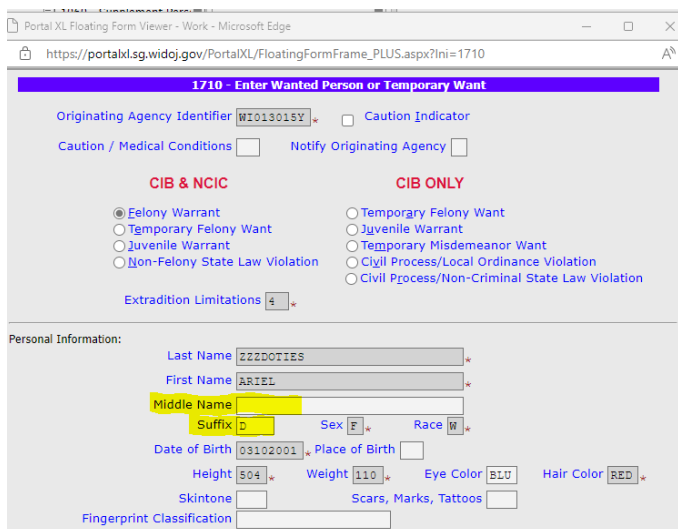
Everything appears normal on this record. When attempting to supplement the record, I entered the identifiers as seen below:



Once I hit submit, I receive the below error message:

```
/0060 C173 F00A984BCOOKSM284 WI013015Y
SGTH 19061 16 01/30/24 10:49 01 OF 01
ZZZDOTIES
ARIEL
D
TESTSMCWARRANT
31069441
<<<< CIB REJECTED MODIFY/SUPPLEMENT - NO RECORD FOUND FOR IDENTIFIERS AND OR:
**>>
```

It appears that I have entered the exact same ORI and the exact same identifiers for the individual, so why is it not allowing me to modify it?



If you look at the initial entry, I entered the middle initial as a suffix instead of putting it in the correct Middle Name field. Because of this, the identifiers are not a “character for

character” match, so not only would you not be able to supplement the name, but you would also not be able to modify it. Since the middle name and the suffix are all part of the identifying information, this record will need to be cancelled (by entering the character for character match with the suffix filled in) and will need to be re-entered.

Now, unfortunately, most of you will not have the ability to see what the entry screen looked like at the time you reach a point that you need to either modify, supplement, or cancel an entry, so the above screenshot is solely to show you how it happened.

This situation can be confusing to anyone who did not enter the record as they cannot see what was displayed on the entry form. The query response makes it look like the middle initial is D because the middle name field is also missing, so the suffix gets shifted over.

```
/781A C173 F0069778COOKSM284 WI013015Y
SGTH 19051 9 01/30/24 10:46 01 OF 01
ZZZDOTIES
ARIEL
03102001
***** WANTED PERSON - WARRANT *****
** FELONY - NO EXTRADITION - IN-STATE PICK UP ONLY. SEE MIS FIELD FOR LIMITS
SUBJECT
NAME/ZZZDOTIES, ARIEL D
SEX/FEMALE RACE/WHITE DATE OF BIRTH/03102001
HEIGHT/504 WEIGHT/110 EYE COLOR/BLUE HAIR COLOR/RED OR AUBURN
ADDRESS/123 UNDER THE SEA CITY/TRITONTOWN STATE/WISCONSIN
DETAIL
ORI/WI013015Y ORI IS WI DOJ-CRIME INFORMATION BUREAU
SYSTEM IDENT #/31069444 NCIC #/W820048741
AGENCY CASE #/TESTSMCWARRANT
ENTERED BY/COOKSM284 DATE/01302024 TIME/1045
TYPE OF WARRANT/FELONY
OFFENSE CODE/5005 CONTEMPT OF COURT CONTEMPT OF COURT
DATE OF WARRANT/01302024
REMARKS
TEST RECORD WARRANT
*****VERIFY WARRANT/WANTED STATUS IMMEDIATELY WITH ORI*****
```

Within a couple of days of this reported issue to TSCC, it happened to two other agencies. It is a simple mistake but can create extra work and frustration for agencies. So, please use extreme care not only with the data being entered, but also the fields in which the data is being entered.

Digital Media Sanitization

Your department has finally received those brand-new computers to start replacing the older and outdated workstations that for years you have wanted to throw out the window. It's an exciting moment for any agency, but have you ever thought about what has to be done with your old devices? Specifically, what needs to be done with those computers or devices that you accessed and stored Criminal Justice Information on? Can you just throw it in the trash?

To answer that last question, no, you cannot just throw it in the trash. All agencies that connect to the WI TIME System and NCIC databases are required to sanitize and/or destroy old or no longer used devices that were used to access/store information from those databases. If those older devices are to be repurposed and used by another agency, then they must be sanitized first before they can be turned over to the next user. The CJIS Security Policy requires that all devices shall be sanitized via either the 3-swipe/short swipe overwrite method (DOD 5220.22M / NIST SP800-88 Standard) at minimum, or via degaussing. (*Section 5.8, MP-6 Media Sanitization, CJIS Security Policy, v.5.9.4, 12/20/2023*)

The 3-swipe overwrite method does three tasks to secure and erase the data from the storage mediums.

Pass 1: Overwrite all addressable locations with binary zeroes.

Pass 2: Overwrite all addressable locations with binary ones (the compliment of the above).

Pass 3: Overwrite all addressable locations with a random bit pattern.

After completion of the passes then verify the final overwrite pass.

Degaussing can also be performed by passing a storage medium near a high-powered electro-magnet to destroy the digital patterns on the drive and thereby permanently erasing the data. Both data swipe/overwrite, and degauss are approved for sanitization, and they are required if storage media is to be reused. If reuse is not in the plans for digital storage media, then the last thing required is the destruction of the media for disposal.

Most hard drives and other digital storage media are not able to just be thrown away in the regular garbage and must be recycled if possible. Before disposing of the media, it is required to destroy the media beyond the point of reuse. This can be accomplished numerous ways such as: drilling, smashing with a hammer, shredding, etc. Some agencies will take the storage media to the range and use it as target practice or even blow it up with explosives. It does not matter how you destroy the media, as long as it is permanently destroyed beyond the point of reuse.

PROTECT Search

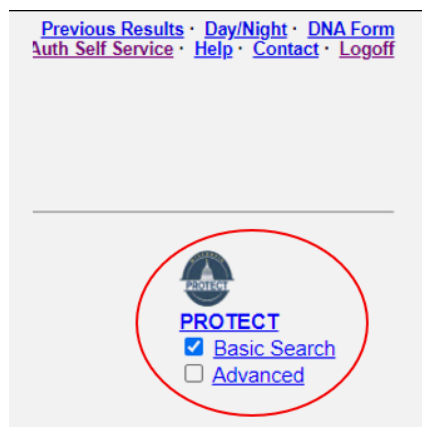
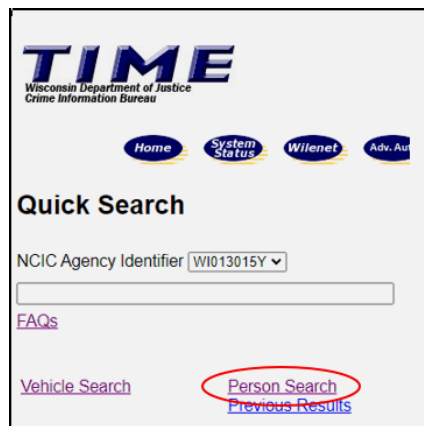
What is it? How do I get it?

Where did the WI District Attorney PROTECT data go when WIJIS went away? DA PROTECT was moved to eTIME.

The *Prosecutor Technology for Case Tracking* or the PROTECT case management system is utilized by all WI DA offices. It provides comprehensive tracking of people and case information from the time a referral is received from law enforcement to final case disposition.

This information can include the subject's demographics, contact information; victim and/or witness information; referral agency information such as the incident report

number, date, charges; case parties; court events; bond events; arrests; and court case numbers as well as the status. This data is accessible through the eTIME browser. To access the PROTECT Search functionality please click on the "Person Search" link on the eTIME Home Page where, if you have the proper authorizations, you will see the PROTECT data service appear at the far-right hand side of the screen.



Basic Search requires the last name, first name, and date of birth. Advanced Search requires only the last name. Selecting a county is optional but will narrow the results to only the chosen county.

If you do not see the PROTECT data service listed and you would like access to the PROTECT data service, please have your TAC or TRAIN Administrator send an email to eTIME@doj.state.wi.us requesting access.

You must have eTIME access before you can request PROTECT access.

AFIS Unit Name Change

Recently the Division of Forensic Sciences' Automated Fingerprint Identification System (AFIS) Unit changed their name. They are now called the **Friction Ridge Database (FRDB) Unit**. This rebranding better represents the work being performed in the Unit and is more consistent with terminology being used in the field.

The Friction Ridge Database Unit conducts Quality Control of incoming ten-print records, performs 1st stage verification on Unsolved Latent Comparisons (ULV), and completes non-evidentiary print comparisons against the database for a variety of customers.

If assistance is needed in locating a submitted record, or a non-evidentiary comparison of fingerprints to the WI AFIS database or NGL system is desired, please contact the Friction Ridge Database Unit via the new email address: dojcrimelabfrdb@doj.state.wi.us.

Requests are answered during standard Crime Laboratory business hours: M-F, 7:45am to 4:30pm. You can also reach us by contacting the Madison Crime Laboratory (608) 266-2031, however, email is the best method for contact.



Save the Date for the 2024 CIB Conference!



The 2024 CIB Conference will take place the week of September 9th, 2024 at the Radisson Hotel and Conference Center in Green Bay, WI. The exact dates are to be determined but will be based on the Packer schedule for that week. Join us to reconnect with a wide variety of topics to support your work in the field. The agenda items will be added to the CIB Conference website soon. Please visit: [CIB Conference 2024 \(eventsair.com\)](https://eventsair.com) for more details.

Crime Information Bureau (CIB)

Contacts

| | Name | Telephone | Fax Number | Email |
|---|--------------------------|--------------|--------------|--|
| Director | Bradley Rollo | 608-264-8134 | 608-267-1338 | rollobr@doj.state.wi.us |
| Deputy Director-TIME System/Criminal History | Katie Schuh | 608-266-0335 | 608-267-1338 | schuhkr@doj.state.wi.us |
| Deputy Director-Firearms | Andrew Nowlan | 608-267-2776 | 608-267-1338 | nowlanam@doj.state.wi.us |
| TIME System Operations Manager | Brian Kalinoski | 608-266-7394 | 608-267-1338 | kalinuskibt@doj.state.wi.us |
| TIME & Technical Services Manager | Craig Thering | 608-261-0667 | 608-267-1338 | theringcd@doj.state.wi.us |
| Training Officer - Senior | Sarah Cook | 608-261-7667 | 608-267-1338 | cooksm@doj.state.wi.us |
| Training Officer | Ben Brandner | 608-266-9341 | 608-267-1338 | brandnerb@doj.state.wi.us |
| Training Officer | Vacant | 608-261-5800 | 608-267-1338 | |
| TIME Analyst - Advanced | Zach Polachek | 608-264-9470 | 608-267-1338 | polachekzd@doj.state.wi.us |
| TIME Analyst | Jeanette Devereaux-Weber | 608-266-2426 | 608-267-1338 | devereauxweberjd@doj.state.wi.us |
| TIME Analyst | Jennifer Virgin | 608-266-7792 | 608-267-1338 | virginjm@doj.state.wi.us |
| TIME Analyst | Megan Smaby | 608-261-8135 | 608-267-1338 | smabymn@doj.state.wi.us |
| Criminal History Unit Manager | Sarah Steindorf | 608-261-6267 | 608-267-1338 | steindorfsr@doj.state.wi.us |
| Criminal History Unit Manager | Brandon Smith | 608-266-0872 | 608-267-1338 | smithbp@doj.state.wi.us |
| Firearms Unit Manager | Jen Garske | 608-264-6373 | 608-267-1338 | garskeit@doj.state.wi.us |
| Firearms Unit Manager | Mike Worth | 608-261-8104 | 608-267-1338 | worthmj@doj.state.wi.us |
| TRAIN | | | 608-267-1338 | CIBTrain@doj.state.wi.us |
| eTIME | | | 608-267-1338 | eTIME@doj.state.wi.us |
| PSN Requests | | | 608-267-1338 | cibpsn@doj.state.wi.us |
| TIME System Audits | | | 608-267-1338 | cibaudit@doj.state.wi.us |
| TIME Billing | | | 608-267-1338 | timebilling@doj.state.wi.us |
| WORCS | | 608-266-7314 | | cibrecordcheck@doj.state.wi.us |
| TSCC | | 608-266-7633 | 608-266-6924 | tsc@doj.state.wi.us |

Additional Resources

| Name | Telephone/Website | Terminal Identifier | Email/Fax |
|--|---|---------------------|--|
| WILEnet | https://wilenet.widobj.gov/ | 608-266-8800 | wilenet@doj.state.wi.us |
| Friction Ridge Database Unit (FRDB, formerly AFIS) | | | dojcrimelabfrdb@doj.state.wi.us |
| National Crime Information Center (NCIC) | | | |
| Recalls | 304-625-3000 | | ioau@leo.gov |
| Hits to Wants | 304-625-9245 | | 304-625-9899 |
| WI Division of Criminal Investigation (DCI) | | | |
| General | 608-266-1671 | | |
| AMBER/Silver Alerts | 844-WSP-HELP | | info@wisconsincrimealert.gov |
| International Justice and Public Safety Information Sharing Network (Nlets) | | | |
| Control Center | 800-528-4020 | | helpdesk@nlets.org |
| WI Crime Information Bureau (CIB) | | | |
| TIME System Control Center | 608-266-7633 | TSCC | |
| Training, Policies & Manuals | https://wilenet.widobj.gov/cib/time-system-training-materials-manuals-forms | | |
| Fingerprint card requests | See link below | | |
| WI Recalls | | | cibtrain@doj.state.wi.us |
| WI Dept of Corrections (DOC) | | | |
| Community Corrections | 608-240-5300 | | |
| Central Records | 608-240-3750 | | |
| Monitoring Center | 888-222-4362 | | |
| WI Dept of Natural Resources (DNR) | | | |
| Enforcement (LE only) | 608-267-0844 | WDNR | |
| Information | 608-266-2621 | RDNR | |
| WI Dept of Transportation | | | |
| Vehicle Records | 608-264-7447 | WREG | |
| Driver's Records | 608-264-7049 | WOLN | driverrecords.dmv@dot.state.wi.us |
| National Center for Missing or Exploited Children (NCMEC) | 800-THE-LOST www.missingkids.com | VA007019W | |
| National Insurance Crime Bureau (NICB) | 847-544-7000 | ILNICB000 | investigativeassistance@NICB.org |
| WI Clearinghouse for Missing & Exploited Children & Adults | 800-THE-HOPE | | wimissingpersons@doj.state.wi.us |
| WI Consolidated Court Access (CCAP) | https://wcca.wicourts.gov/ | | |
| US I.C.E. Bulk Cash Smuggling Center (BCSC) | 866-981-5332 | VTICE1600 | |
| Fingerprint card requests | https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form | | |