



CJIS Security Addendum vs. CJIS Security Addendum Certification

When a vendor with unescorted access to unencrypted CJIS contracts with a criminal justice agency, these two (admittedly closely-named) documents are essential steps along the path of ensuring CJIS compliance.

CJIS Security Addendum

- Two-page document (pages H6-H7 of CJIS Security Policy Appendix);
- Must be included in contract between agency and vendor;
- Written by US Attorney General and cannot be amended;
- Compels the vendor to adhere to a security program consistent with CJIS Security Policy;
- [Click here](#) to view.

CJIS Security Addendum Certification

- One-page document (page H8 of CJIS Security Policy Appendix);
- Required to be signed by each individual at the vendor company who has unescorted access to unencrypted CJIS;
- Is a declaration of individual understanding of CJIS policy;
- Is not signed by the criminal justice agency anywhere; is not a contract;
- Retained by the vendor to be provided to their customers upon request;
- [Click here](#) to view.

For any questions, please contact the Colorado Bureau of Investigation, Crime Information Management Unit, at cdps.cbi.ccic@state.co.us.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.
4.02 Security violations can justify termination of the appendix agreement.

FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM

The goal of this document is to support the CJIS Security Policy to ensure adequate security to provide for criminal justice systems while (1) under the control or management of a private entity, or (2) connectivity to FBI CJIS Systems has been provided to a private entity (Contractor). Adequate security is defined as Office of Management and Budget Circular A-119 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards including the CJIS Security Policy in effect when the contract is executed, as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate control controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and network security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions
1.01 Contracting Government Agency (CGA): the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.
1.02 Contractor: a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.
2.00 Responsibilities of the Contracting Government Agency.
2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of each receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes. The acknowledgment may be signed by hand or via digital signature (see generally for definition of digital signature).
3.00 Responsibilities of the Contractor.
3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards including the CJIS Security Policy in effect when the contract is executed and all subsequent variations, as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).
4.00 Security Violations.

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FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose, (2) the FBI's Operating Manual, (3) the CJIS Security Policy, and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data is very sensitive information and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is restricted to the purposes for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things, accessing it without authorization, according to a controlling authority, according to an improper purpose, using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive advance notice or permission for such unauthorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

Printed Name/Signature of Contractor Employee: _____ Date: _____

Printed Name/Signature of Contractor Representative: _____ Date: _____

Organization and Title of Contractor Representative: _____

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