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| CHRI Secondary Dissemination Record | | Date of Secondary Dissemination |
| Instructions | | |
| <p>CHRI May be Disseminated only to the following authorized persons or agencies: criminal justice, noncriminal justice, or law enforcement. If the CHRI will be copied and disseminated to more than one official or agency, this form should be copied, completed, and submitted on EACH secondary dissemination.</p> <p>File reports by the date of the secondary dissemination shown in the top right corner. Reports may be destroyed after one audit cycle.</p> | | |
| Information About Original CHRI Request | | |
| Name of Person Releasing CHRI (Last, First, MI) | | Date of Request |
| Applicant Name (Last, First, MI) | DOB | SID# & FBI# |
| Information About Secondary CHRI Dissemination | | |
| Person Receiving (Last, First, MI) | Reason for the Request | |
| Agency Name | Signature of Person Releasing CHRI  | |
| Agency Address | | |

Note: this form is provided as a sample which may be used "as is" to document any secondary dissemination made by your agency. A copy is to be retained in the agency file until the agency has received a successful CJIS Compliance Audit by the CJIS Compliance Staff.