



**FINGERPRINTING INSTRUCTIONS**

**FINGERPRINTS MUST BE TAKEN  
BY LAW ENFORCEMENT PROFESSIONALS**

WE HAVE FOUND THAT FINGERPRINTS TAKEN BY NON-LAW ENFORCEMENT PERSONNEL ARE OFTEN IMPROPERLY TAKEN, FORCING US TO RETURN THEM TO THE PERSON SUPPLYING THEM FOR A PROPERLY TAKEN SET, THEREBY RESULTING NOT ONLY IN INCONVENIENCE TO THAT PERSON, BUT DELAY IN PROCESSING OF THE APPLICATION. ALL SECTIONS MUST BE COMPLETED ON CARDS.

**IF YOU LIVE OR WORK IN NEW JERSEY:**

NEW JERSEY HAS CHANGED FROM THE TRADITIONAL "INK AND ROLL" METHOD TO THE "LIVE SCAN METHOD" FOR INDIVIDUALS WHO WORK OR RESIDE IN NEW JERSEY OR THE SURROUNDING AREA. IF YOUR **ZIP CODE IS LISTED BELOW YOU WILL BE LIVE SCANNED AT A LOCATION BY YOUR OFFICE OR RESIDENCE AFTER YOU HAVE SUBMITTED YOUR APPLICATION AND PAID THE APPLICATION FEE.** YOU WILL RECEIVE INSTRUCTIONS FROM THE NEW JERSEY STATE POLICE ON THE FINGERPRINTING PROCEDURES. PLEASE REVIEW THE ZIP CODE LIST BELOW:

LIST UPDATED - JANUARY, 2010						
RESTRICTED ZIP CODES - NUMERICAL LIST						
PENNSYLVANIA AND NEW YORK						
11240	11380	11695	18360	19015	19104	19146
11241	11381	11697	18371	19016	19105	19147
11242	11385	12729	18373	19017	19106	19148
11243	11386	12746	18901	19019	19107	19149
11244	11390	12771	18902	19022	19108	19150
11245	11405	12785	18910	19023	19109	19151
11247	11411	18013	18911	19029	19110	19152
11248	11412	18015	18912	19030	19111	19153
11249	11413	18016	18913	19037	19112	19154

11251	11414	18017	18914	19039	19113	19155
11252	11415	18018	18916	19040	19114	19160
11254	11416	18020	18917	19046	19115	19161
11255	11417	18025	18920	19047	19116	19162
11256	11418	18039	18921	19048	19118	19170
11351	11419	18040	18923	19049	19119	19171
11352	11420	18042	18925	19050	19120	19172
11354	11421	18043	18926	19052	19121	19173
11355	11422	18044	18930	19053	19122	19175
11356	11423	18045	18931	19054	19123	19176
11357	11424	18050	18933	19055	19124	19177
11358	11425	18055	18934	19056	19125	19178
11359	11426	18063	18938	19057	19126	19179
11360	11427	18064	18940	19059	19127	19181
11361	11428	18072	18942	19061	19128	19182
11362	11429	18077	18943	19063	19129	19183
11363	11430	18081	18946	19064	19130	19184
11364	11431	18083	18947	19065	19131	19185
11365	11432	18085	18949	19067	19132	19187
11366	11433	18091	18953	19072	19133	19188
11367	11434	18301	18954		19134	19191

RESTRICTED ZIP CODES - NUMERICAL LIST						
PENNSYLVANIA AND NEW YORK						
LIST CONTINUED . . . . .						
11368	11435	18302	18955	19076	19135	19192
11369	11436	18320	18956	19082	19136	19193
11370	11439	18324	18966	19086	19137	19194
11371	11451	18327	18972	19090	19138	19195
11372	11499	18332	18977	19091	19139	19196
11373	11637	18335	18980	19092	19140	19197
11374	11690	18340	19007	19093	19141	19244
11375	11691	18341	19008	19099	19142	19255
11377	11692	18343	19009	19101	19143	19331
11378	11693	18351	19013	19102	19144	19339
11379	11694	18356	19014	19103	19145	19340

PENNSYLVANIA						
PHILADELPHIA AREA						
19019	19109	19123	19136	19149	19173	19188
19059	19110	19124	19137	19150	19175	19191
19092	19111	19125	19138	19151	19176	19192
19093	19112	19126	19139	19152	19177	19193
19099	19113	19127	19140	19153	19178	19194
19101	19114	19128	19141	19154	19179	19195
19102	19115	19129	19142	19155	19180	19196
19103	19116	19130	19143	19160	19181	19197
19104	19118	19131	19144	19161	19182	19244
19105	19119	19132	19145	19162	19183	19255
19106	19120	19133	19146	19170	19184	
19107	19121	19134	19147	19171	19185	
19108	19122	19135	19148	19172	19187	

OTHER TOWNS ALONG THE NEW JERSEY BORDER						
10810	18063	18341	18920	18953	19022	19059
18013	18064	18343	18921	18954	19023	19061
18015	18072	18351	18923	18955	19029	19063
18016	18077	18356	18925	18956	19030	19064
18017	18081	18360	18926	18966	19037	19065
18018	18083	18371	18930	18972	19039	19067
18020	18085	18373	18931	18977	19040	19072
18025	18091	18901	18933	18980	19046	19076
18039	18301	18902	18934	19007	19047	19081
18040	18302	18910	18938	19008	19048	19082
18042	18320	18911	18940	19009	19049	19086
18043	18324	18912	18942	19013	19050	19090
18044	18327	18913	18943	19014	19052	19091
18045	18332	18914	18946	19015	19053	19331
18050	18335	18916	18947	19016	19054	19339
18055	18340	18917	18949	19017	19055	19340
				19019	19056	
					19057	

NEW YORK						
BRONX						
10451	10455	10459	10463	10467	10471	10475
10452	10456	10460	10464	10468	10472	10499
10453	10457	10461	10465	10469	10473	
10454	10458	10462	10466	10470	10474	
NEW YORK						
BROOKLYN						
11201	11209	11217	11225	11234	11242	11252
11202	11210	11218	11226	11235	11243	11254
11203	11211	11219	11228	11236	11244	11255
11204	11212	11220	11229	11237	11245	11256
11205	11213	11221	11230	11238	11247	
11206	11214	11222	11231	11239	11248	
11207	11215	11223	11232	11240	11249	
11208	11216	11224	11233	11241	11251	
NEW YORK						
MANHATTEN						
10001	10024	10048	10106	10130	10167	10249
10002	10025	10055	10107	10131	10168	10256
10003	10026	10060	10108	10132	10169	10257
10004	10027	10065	10109	10133	10170	10258
10005	10028	10069	10110	10138	10171	10259
10006	10029	10072	10111	10149	10172	10260
10007	10030	10075	10112	10150	10173	10261
10008	10031	10079	10113	10151	10174	10265
10009	10032	10080	10114	10152	10175	10268
10010	10033	10081	10115	10153	10176	10269
10011	10034	10082	10116	10154	10177	10270
10012	10035	10087	10117	10155	10178	10271
10013	10036	10090	10118	10156	10179	10272
10014	10037	10094	10119	10157	10184	10273
10015	10038	10095	10120	10158	10185	10274
10016	10039	10096	10121	10159	10196	10275
10017	10040	10098	10122	10160	10197	10276

10018	10041	10099	10123	10161	10199	10277
10019	10043	10101	10124	10162	10203	10278
10020	10044	10102	10125	10163	10211	10279
10021	10045	10103	10126	10164	10212	10280
10022	10046	10104	10128	10165	10213	10281
10023	10047	10105	10129	10166	10242	

NEW YORK						
QUEENS COUNTY						
11001	11103	11360	11374	11414	11429	11692
11002	11104	11361	11375	11415	11430	11693
11003	11105	11362	11377	11416	11431	11694
11004	11106	11363	11378	11417	11432	11695
11005	11109	11364	11379	11418	11433	11697
11040	11120	11365	11380	11419	11434	
11041	11351	11366	11381	11420	11435	
11042	11352	11367	11385	11421	11436	
11043	11354	11368	11386	11422	11439	
11044	11355	11369	11390	11423	11451	
11096	11356	11370	11405	11424	11499	
11099	11357	11371	11411	11425	11637	
11101	11358	11372	11412	11426	11690	
11102	11359	11373	11413	11427	11691	
				11428		
NEW YORK						
STATEN ISLAND						
10301	10305	10309	10312			
10302	10306	10310	10313			
10303	10307	10311	10314			
10304	10308					

OTHER TOWNS ALONG THE NEW JERSEY BORDER						
10522	10595	10607	10805	10952	10974	10998
10538	10601	10610	10810	10954	10975	12729
10543	10602	10706	10901	10956	10981	12746
10552	10603	10801	10912	10959	10983	12771
10553	10604	10802	10913	10965	10987	12785
10583	10605	10803	10920	10969	10988	19052
10591	10606	10804	10921	10970	10989	
			10933	10973	10990	

**IF YOU LIVE OUT OF NEW JERSEY AND YOUR ZIP CODE IS NOT LISTED ABOVE**

**PLEASE REVIEW THE FOLLOWING INFORMATION:**

IF YOUR ZIP CODE IS **NOT LISTED ABOVE** YOU WILL HAVE TWO WAYS TO CHOOSE FROM TO BE FINGERPRINTED. PLEASE READ THE INSTRUCTIONS BELOW AND CHOOSE WHICHEVER METHOD WORKS BEST FOR YOU.

**FINGERPRINT PROCESS FOR OUT-OF-STATE APPLICANTS**

Applicants have two options for submitting their fingerprints - LIVESCAN OR CARDSCAN:  
(Read both options before selecting)

**OPTION A: LIVESCAN/If an available IDEMIA UEP Location is in your area (More convenient but at an additional cost of \$39.95 plus applicable tax, paid by the applicant at time of service):**

- Go to this website <https://uenroll.identogo.com/>
- Enter Service Code **2F1HH4**, click GO
- To check for an enrollment center by you, click on **Locate an Enrollment Center**, enter zip code and search. If you find a location, click Done
- Click on **Schedule or Manage an Appointment**
- Follow the prompts and start completing the pre-enrollment screens
- When prompted under Additional Information tab, Agency Identifiers, Contributor Case Number, your **Contributor Case # is 1921** (there is no Miscellaneous # - Leave Blank)
- Continue to follow prompts/questions until the Location Page
- Type in your ZIP code or City and State to search for Enrollment Centers near you, click Search

- Click on a location of your convenience and continue to schedule your appointment.
- When you select Submit, you will see a Service Summary **(Print Out/Upper Right Corner)** You will receive an email or confirmation number when registration is complete.
- **(The UE ID will begin with UZNJ-#####, please retain this identified to assist with future follow up, if needed)**
- Remember to bring the identification that you selected to utilize and any other identification you may have been requested to bring. Identification must be valid, not expired, and contain a photograph.
- **\*\*\*Reminder, you will be asked at the enrollment center to pay an additional \$39.95 plus applicable tax for this convenience**
- **IMPORTANT !! \*\*\*ATTACH a copy of your receipt, after being fingerprinted, to your Personal History Disclosure Statement which you are submitting to Division of Law**

OR

**OPTION B: CARDSCAN/SUBMITTING FINGERPRINT CARDS**

- Applicants are provided the enclosed fingerprint cards  
2 BLUE FINGERPRINT CARDS NEEDED
- Applicants are required to **go to a local law enforcement department/an authorized authority to be fingerprinted either the traditional 'ink & roll' method or use the electronically scanned fingerprints and transpose them onto the fingerprint cards**
- Ensure your cards are signed and dated by the law enforcement officer/authorized personnel
- Applicants will complete all personal information and **sign** the fingerprint cards. Additional information needed for cards:
- Reason Fingerprinted - A901 Licensing/NJSA 13:E-126
- Your No. OCA - 1921
- Universal Control No. UCN - Leave Blank
- Armed Forces No. MNU - Leave Blank
- Miscellaneous No MNU - Leave Blank
- Applicant will then Pre-enroll the fingerprint cards for **Cardscan** submission at <https://uenroll.identogo.com/> to initiate a **Cardscan** submission
- Enter Service Code **2F1HH4**, Click Go

- Click on **Submit A Fingerprint Card by Mail** (you will then see an 'Attention box', **READ** and then click **Continue**)
- Follow the prompts to complete the pre-enrollment screens (**Personal information entered should match the information on your fingerprint cards**)
- Under Additional Information tab, Agency Identifiers, enter the following
- **Contributor Case #, your # is 1921**
- Miscellaneous # - Leave Blank
- Continue to follow prompts/answer questions. After you answer alias and mailing address questions, enter **NO to locating a center to be livescan**
- **If you are submitting fingerprint cards**, click Next and continue to enter personal information
- Click Next, enter mailing address again, then press Submit
- The next page (Bar Code page) you are **REQUIRED to Print, SIGN, fill in Section 3 and submit both pages with your fingerprint cards along with your Personal History Disclosure Statement to New Jersey Division of Law** (keep a copy for yourself) **DO NOT MAIL TO IDENTOGO IN FRANKLIN, TN**
- At this point, you can click Done

**\*\*IF YOU HAVE ANY QUESTIONS REGARDING THE PROCESS, PLEASE CALL:**

**A901 UNIT BY CALLING 609-376-3270 OR FEEL FREE TO EMAIL US AT:**

[RUTH.WELLS@LAW.NJOAG.GOV](mailto:RUTH.WELLS@LAW.NJOAG.GOV) OR

[RICHARD.KENNEDY@LAW.NJOAG.GOV](mailto:RICHARD.KENNEDY@LAW.NJOAG.GOV)

**OR YOU CAN ALSO CONTACT THE NEW JERSEY STATE POLICE/BUSINESS INTEGRITY UNIT**

**(609)341-5012 - Investigator Deborah Furlong [lppfurld@njsp.org](mailto:lppfurld@njsp.org)**

**INDIVIDUALS REQUIRED TO GET FINGERPRINTED**

APPLICANTS OR LICENSEES THAT ARE EQUITY HOLDERS, DIRECTORS, OFFICERS OR KEY EMPLOYEES AND FAMILY MEMEBERS THAT WORK FOR THE COMPANY REGARDLESS OF POSITION AT THE COMPANY

PLEASE COMPLETE ALL INFORMATION ON THE FINGERPRINT CARDS AS STATED ABOVE OR THEY WILL BE RETURNED RESULTING IN SIGNIFICANT DELAY OF YOUR APPLICATION. IF YOU DOWNLOADED THIS FORM FROM THE INTERNET, OR IF THE APPLICATION YOU HAVE DOES NOT CONTAIN FINGERPRINT CARDS, YOU MUST REQUEST THEM ONLINE AT <https://www.nj.gov/dep/dshw/a901/fprform.htm>

OR BY TELEPHONING THE A--901 UNIT AT 609-376-2768 OR FEEL FREE TO EMAIL US AT [A901MAIL@LAW.NJOAG.GOV](mailto:A901MAIL@LAW.NJOAG.GOV)

NEW JERSEY STATE POLICE

THE RECORD IS SUBJECT TO THE FOLLOWING USE AND DISSEMINATION RESTRICTIONS

UNDER PROVISIONS SET FORTH IN TITLE 28 CODE OF FEDERAL REGULATIONS (CFR), SECTION 50.12, BOTH GOVERNMENTAL AND NONGOVERNMENTAL ENTITIES AUTHORIZED TO SUBMIT FINGERPRINTS AND RECEIVE FBI IDENTIFICATION RECORDS MUST NOTIFY THE INDIVIDUALS FINGERPRINTED THAT THE FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI.

IDENTIFICATION RECORDS OBTAINED FROM THE FBI MAY BE USED SOLELY FOR THE PURPOSE REQUESTED AND MAY NOT BE DISSEMINATED OUTSIDE THE RECEIVING DEPARTMENT, RELATED AGENCY OR OTHER AUTHORIZED ENTITY.

IF THE INFORMATION ON THE RECORD IS USED TO DISQUALIFY AN APPLICANT, THE OFFICIAL MAKING THE DETERMINATION OF SUITABILITY FOR LICENSING OR EMPLOYMENT SHALL PROVIDE THE APPLICANT THE OPPORTUNITY TO COMPLETE, OR CHALLENGE THE ACCURACY OF THE INFORMATION CONTAINED IN THE FBI IDENTIFICATION RECORD.

THE DECIDING OFFICIAL SHOULD NOT DENY THE LICENSE OR EMPLOYMENT BASED ON THE INFORMATION IN THE RECORD UNTIL THE APPLICANT HAS BEEN AFFORDED A REASONABLE TIME TO CORRECT OR COMPLETE THE INFORMATION, OR HAS DECLINED TO DO SO.

AN INDIVIDUAL SHOULD BE PRESUMED NOT GUILTY OF ANY CHARGE/ARREST FOR WHICH THERE IS NO FINAL DISPOSITION STATED ON THE RECORD OR OTHERWISE DETERMINED. IF THE APPLICANT WISHES TO CORRECT THE RECORD AS IT APPEARS IN THE FBI'S CJIS DIVISION RECORDS SYSTEM, THE APPLICANT SHOULD BE ADVISED THAT THE PROCEDURES TO CHANGE, CORRECT OR UPDATE THE RECORD ARE SET FORTH IN TITLE 28, CFR, SECTION 16.34.

## FBI PRIVACY ACT STATEMENT

**AUTHORITY:** THE FBI'S ACQUISITION, PRESERVATION, AND EXCHANGE OF FINGERPRINTS AND ASSOCIATED INFORMATION IS GENERALLY AUTHORIZED UNDER 28 U.S.C.534, DEPENDING ON THE NATURE OF YOUR APPLICATION, SUPPLEMENTAL AUTHORITIES INCLUDE FEDERAL STATUTES, STATE STATUTES PURSUANT TO PUB.L. 92-544, PRESIDENTIAL EXECUTIVE ORDERS AND FEDERAL. PROVIDING YOUR FINGERPRINTS AND ASSOCIATED INFORMATION IS VOLUNTARY; HOWEVER, FAILURE TO DO SO MAY AFFECT COMPLETION OR APPROVAL OF YOUR APPLICATION.

**SOCIAL SECURITY ACCOUNT NUMBER (SSAN):** YOUR SSAN IS NEEDED TO KEEP RECORDS ACCURATE BECAUSE OTHER PEOPLE MAY HAVE THE SAME NAME AND BIRTH DATE. PURSUANT TO THE FEDERAL PRIVACY ACT OF 1974 (5 USC 552A), THE REQUESTING AGENCY IS RESPONSIBLE FOR INFORMING YOU WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY, BY WHAT STATUTORY OR OTHER AUTHORITY YOUR SSAN IS SOLICITED, AND WHAT USES WILL BE MADE OF IT. EXECUTIVE ORDER 9397 ALSO ASKS FEDERAL AGENCIES TO USE THIS NUMBER TO HELP IDENTIFY INDIVIDUALS IN AGENCY RECORDS.

**PRINCIPAL PURPOSE:** CERTAIN DETERMINATIONS, SUCH AS EMPLOYMENT, LICENSING AND SECURITY CLEARANCES, MAY BE PREDICTED ON FINGERPRINT-BASED BACKGROUND CHECKS. YOUR FINGERPRINTS AND ASSOCIATED INFORMATION/BIOMETRICS MAY BE PROVIDED TO THE EMPLOYING, INVESTIGATING, OR OTHERWISE RESPONSIBLE AGENCY, AND/OR THE FBI FOR THE PURPOSE OF COMPARING YOUR FINGERPRINTS TO OTHER FINGERPRINTS IN THE FBI'S NEXT GENERATION IDENTIFICATION (NGI) SYSTEM OR ITS SUCCESSOR SYSTEMS (INCLUDING CIVIL CRIMINAL AND LATENT FINGERPRINT REPOSITORIES) OR OTHER AVAILABLE RECORDS OF THE EMPLOYING, INVESTIGATING, OR OTHERWISE RESPONSIBLE AGENCY. THE FBI MAY RETAIN YOUR FINGERPRINTS AND ASSOCIATED INFORMATION/BIOMETRICS IN NGI AFTER THE COMPLETION OF THE APPLICATION AND WHILE RETAINED, YOUR FINGERPRINTS MAY CONTINUE TO BE COMPARED AGAINST OTHER FINGERPRINTS SUBMITTED TO OR RETAINED BY NGI.

**ROUTINE USES:** DURING THE PROCESING OF THS APPLICATION AND FOR AS LONG THEREAFTER AS YOUR FINGERPRINTS AND ASSOCIATED INFORMATION/BIOMETRICS ARE RETAINED IN NGI, YOUR INFORMATION MAY BE DISCLOSED PURSUANT TO YOUR CONSENT, AND MAY BE DISCLOSED WITHOUT YOUR CONSENT AS PERMITTED BY TH PRIVACY ACT OF 1974 AND ALL APPLICABLE ROUTINE USES AS MAY BE PUBLISHED AT ANY TIME IN THE FEDERAL REGISTER, INCLUDING THE ROUTINE USES FOR THE NGI SYSTEM AND THE FBI'S BLANKET ROUTINE USES. ROUTINE USES INCLDUES, BUT ARE NOT LIMITED TO, DISCLOSURE TO: EMPLOYING, GOVERNMENTAL OR AUTHORIZED NON-GOVERNMENTAL AGENCIES RESPONSIBLE FOR EMPLOYMENT, CONTRACTING LICENSING, SECURITY CLEARANCES, AND OTHER SUITABILITY DETERMINATIONS; LOCAL, STATE, TRIBAL, OR FEDERAL LAW ENFORCEMENT AGENCIES, CRIMINAL JUSTICE AGENCIES; AND AGENCIES RESPONSIBLE FOR NATIONAL SECURITY OR PUBLIC SAFETY.

**ADDITIONAL INFORMATION:** THE REQUESTING AGENCY AND/OR THE AGENCY CONDUCTING THE APPLICATION-INVESTIGATION WILL PROVIDE YOU ADDITIONAL INFORMATION PERTINENT TO THE SPECIFIC CIRCUMSTANCES OF THIS APPLICATION, WHICH MAY INCLUDE IDENTIFICATION OF OTHER AUTHORITIES, PURPOSES, USES, AND CONSEQUENCES OF NOT PROVIDING REQUESTED INFORMATION. IN ADDITION, ANY SUCH AGENCY IN THE FEDERAL EXECUTIVE BRANCH HAS ALSO PUBLISHED NOTICE IN THE FEDERAL REGISTER DESCRIBING ANY SYSTEM(S) OF RECORDS IN WHICH THAT AGENCY MAY ALSO MAINTAIN YOUR RECORDS, INCLUDING THE AUTHORITIES, PURPOSES, AND ROUTINE USES FOR THE SYSTEM(S).

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

AS AN APPLICANT WHO'S THE SUBJECT OF A NATIONAL FINGERPRINT-BASED CRIMINAL HISTORY RECORD CHECK FOR A NONCRIMINAL JUSTICE PURPOSE SUCH AS AN APPLICATION FOR EMPLOYMENT OR A LICENSE, AN IMMIGRATION OR NATURALIZATION MATTER, SECURITY CLEARANCE, OR ADOPTION, YOU HAVE CERTAIN RIGHTS WHICH ARE DISCUSSED BELOW.

- YOU MUST BE PROVIDED WRITTEN NOTIFICATION THAT YOUR FINGERPRINTS WILL BE USED TO CHECK THE CRIMINAL HISTORY RECORDS OF THE FBI.
- YOU MUST BE PROVIDED, AND ACKNOWLEDGE RECEIPT OF, AN ADEQUATE PRIVACY ACT STATEMENT WHEN YOU SUBMIT YOUR FINGERPRINTS AND ASSOCIATED PERSONAL INFORMATION. THIS PRIVACY ACT STATEMENT SHOULD EXPLAIN THE AUTHORITY FOR COLLECTING YOUR INFORMATION AND HOW YOUR INFORMATION WILL BE USED, RETAINED, AND SHARED.
- IF YOU HAVE A CRIMINAL HISTORY RECORD, THE OFFICIALS MAKING A DETERMINATION OF YOUR SUITABILITY FOR THE EMPLOYMENT, LICENSE, OR OTHER BENEFIT MUST PROVIDE YOU THE OPPORTUNITY TO COMPLETE OR CHALLENGE THE ACCURACY OF THE INFORMATION IN THE RECORD.
- THE OFFICIALS MUST ADVISE YOU THAT THE PROCEDURES FOR OBTAINING A CHANGE, CORRECTION, OR UPDATE OF YOUR CRIMINAL HISTORY RECORD ARE SET FORTH AT TITLE 28, CODE OF FEDERAL REGULATIONS (CFR), SECTION 16.34.

IF YOU HAVE A CRIMINAL HISTORY RECORD, YOU SHOULD BE AFFORDED A REASONABLE AMOUNT OF TIME TO CORRECT OR COMPLETE THE RECORD (OR DECLINE TO DO SO) BEFORE THE OFFICIALS DENY YOU THE EMPLOYMENT, LICENSE, OR OTHER BENEFIT BASED ON INFORMATION IN THE CRIMINAL HISTORY RECORD.

YOU HAVE THE RIGHT TO EXPECT THAT OFFICIALS RECEIVING THE RESULTS OF THE CRIMINAL HISTORY RECORD CHECK WILL USE IT ONLY FOR AUTHORIZED PURPOSES AND WILL NOT RETAIN OR DISSEMINATE IT IN VIOLATION OF FEDERAL STATUTE, REGULATION OR EXECUTIVE ORDER, OR RULE, PROCEDURE OR STANDARD ESTABLISHED BY THE NATIONAL CRIME PREVENTION AND PRIVACY COMPACT COUNCIL.

IF AGENCY POLICY PERMITS, THE OFFICIALS MAY PROVIDE YOU WITH A COPY OF YOUR FBI CRIMINAL HISTORY RECORD FOR REVIEW AND POSSIBLE CHALLENGE. IF AGENCY POLICY DOES NOT PERMIT IT TO PROVIDE YOU A COPY OF THE RECORD, YOU MAY OBTAIN A COPY OF THE RECORD BY SUBMITTING FINGERPRINTS AND A FEE TO THE FBI. INFORMATION REGARDING THIS PROCESS MAY BE OBTAINED AT: <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

IF YOU DECIDE TO CHALLENGE THE ACCURACY OR COMPLETENESS OF YOUR FBI CRIMINAL HISTORY RECORD, YOU SHOULD SEND YOUR CHALLENGE TO THE AGENCY THAT CONTRIBUTED THE QUESTIONED INFORMATION TO THE FBI. ALTERNATIVELY, YOU MAY SEND YOUR CHALLENGE DIRECTLY TO THE FBI. THE FBI WILL THEN FORWARD YOUR CHALLENGE TO THE AGENCY THAT CONTRIBUTED THE QUESTIONED INFORMATION AND REQUEST THE AGENCY TO VERIFY OR CORRECT THE CHALLENGED ENTRY. UPON RECEIPT OF AN OFFICIAL COMMUNICATION FROM THAT AGENCY, THE FBI WILL MAKE ANY NECESSARY CHANGES/CONCLUSIONS TO YOUR RECORD IN ACCORDANCE WITH THE INFORMATION SUPPLIED BY THAT AGENCY. (SEE 28 CFR 16.30 THROUGH 16.34.)

Written notification includes electronic notification but excludes oral notification.

<https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

SEE 28 CFR 50.12(B)

SEC 5 U.S.C. CFR 50.12(B).

SEE 5 U.S.C. 552A(B); 2 U.S.C. 53-1(B); 42 U.S.C. 14616, ARTICLE IV(C); 28 CFR 20.2 I(C), 20.33(D) AND 906.2(D).