

STATE OF CONNECTICUT

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION DIVISION OF STATE POLICE STATE POLICE BUREAU OF IDENTIFICATION



INSTRUCTIONS REGARDING PRIVACY RIGHTS & GENERAL STATEMENT AND RECEIVING CRIMINAL HISTORY RECORD INFORMATION

Instructions Regarding Privacy Rights & General Statement: **IMPORTANT**

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based (FBI) criminal history record check on an applicant for a non-criminal justice purpose (i.e. job or license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy.

The attached documents: Agency Privacy Requirements for Noncriminal Justice Applicants, Noncriminal Justice Applicant's Privacy Rights and FBI US DOJ Privacy Act Statement **MUST** be given to every applicant, prior to the applicant obtaining fingerprints, by the authorized governmental or non-governmental agency/official requesting the fingerprints and subsequently receiving the results of said fingerprinted applicant.

Absolutely no decision to deny can be made without first affording the fingerprinted applicant the ability to challenge his/her state or federal criminal history record check. The applicant must be afforded a reasonable period of time to provide necessary documentation regarding the record challenge. In this instance ONLY, the FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge in an effort to save time and make a more timely decision.

Each agency will be responsible for establishing and documenting its own policies/procedures for how/when notification will be provided to the applicant, what the appeal process will be and what constitutes "reasonable time". This documentation will assist both state and federal auditors during their periodic compliance reviews.

Please refer to the "Agency Privacy Requirements for Noncriminal Justice Applicants" for a complete listing of the agency/applicant privacy and dissemination guidelines.

Receiving Criminal History Record Information From SPBI Via E-Mail:

When your agency is supplying contact names of individuals eligible to receive Criminal History Record Information, please inform the SPBI – Criminal Records Unit as soon as a contact name has changed; this will help eliminate missing responses that were sent an individual no longer with your agency or in the position, as well as ensure that your responses are received on a timely basis.

The SPBI – Criminal Records Unit suggests that a generic e-mail account be set up for each individual agency, i.e. Responses@your e-mail address. Internal access controls within your individual agency can then be set up for individuals authorized to access Criminal History Record Information; this will eliminate the need to contact SPBI each time a response address changes due to personnel changes. Please notify SPBI-Criminal Records of your generic e-mail address if you establish one.

SPBI Criminal Records Unit 860-685-8480; Fingerprint Unit 860-685-8270
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An Affirmative Action/Equal Opportunity Employer
www.ct.gov/despp