

Noncriminal Justice Applicant's Privacy Rights

As an applicant to the Plymouth Police Department who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption, you have certain rights which are discussed below:

- Your fingerprints will be used to check the criminal history records of the FBI.
- If an FBI criminal history record exists on you, it will be used to make a determination of your suitability for the job, license, or other benefit for which you are applying. You will be notified of said record and you will be afforded the opportunity to complete or challenge the accuracy of the information in your record.
- Procedures for obtaining a change, correction, or updating an FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- In accordance with Plymouth Police Department policy, a copy of your FBI criminal history record cannot be provided to you for your review and possible challenge. You may obtain a copy of your record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at: <http://www.fbi.gov/about-us/cjis/background-checks>
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the Plymouth Police Department. Alternatively, you may send your challenge directly to the FBI at the same email address provided above. If you choose to send your challenge to the Plymouth Police Department, please submit a letter to the following:

Chief Karen Krasicky
Plymouth Police Department
80 Main Street
Terryville, Connecticut 06786

Please include in your letter a request to verify or correct the specific entry which you are challenging. Please make sure that you also include all of your contact information and that you sign your letter.

- If you choose to send your challenge to the FBI, the FBI will then forward your challenge to the Plymouth Police Department and will request that our department verify or correct the challenged entry. Upon receipt of an official communication from the Plymouth Police Department, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by

the Plymouth Police Department. (See Title 28, Code of Federal Regulations (CFR), Sections 16.30 through 16.34.)

- The job, license, or other benefit for which you are applying will not be denied based on the information in your criminal history record until you have been afforded reasonable time to correct or complete your record, or if you decline to do so. You will have thirty (30) days to correct or complete your record. See 28 CFR 50.12(b).
- Your criminal history record that is received by the Plymouth Police Department will be used only for authorized purposes and will not be retained or disseminated in violation of federal statute, regulation or executive order, or rule, procedure or standard that is established by the National Crime Prevention and Privacy Compact Council. See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).
- If you need additional information or assistance, please contact:

Connecticut Records:

Department of Emergency Services and Public Protection
State Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, Connecticut 06457
860-685-8480

Out of State Records:

Agency of Record
OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

Plymouth Police Department

80 MAIN STREET, P.O. BOX 34
TERRYVILLE, CONNECTICUT 06786-0034

TELEPHONE (860) 589-7779

FAX (860) 314-8122



KAREN KRASICKY
CHIEF OF POLICE

Agency Privacy Rights for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose such as for a job or license, immigration or naturalization matter, security clearance, adoption must provide privacy rights to all applicants.

Police departments must provide privacy rights to all applicants that are being fingerprinted for a noncriminal justice purpose in which the police department will make a determination of approving or denying a benefit, license, or employment based on an applicant's fingerprint-based criminal history record. Police departments must provide the privacy rights to all applicants that are being fingerprinted outside of a criminal investigation such as for: criminal justice employment, pistol permits, precious metal and stone dealer licenses, pawnbrokers, second hand dealers, fine art secured lenders, coaches for police sponsored activity leagues, and vendors/contractors that must be vetted to perform services for the police department. Written notice must be provided to the applicant that his/her fingerprints will be used to check the criminal history records of the FBI. Written notification includes electronic notification but excludes oral notification.

The department must provide the forms to applicants at any time before they are fingerprinted. These rights can be included with an application packet. Applicants do not have to sign an acknowledgement.

To determine if an applicant must be provided with the form, a department must:

1. Be the recipient of the applicant's fingerprint-based criminal history results; and
2. Be responsible for making a determination of some sort such as denial of a license, permit, or employment or a contracted worker who you deny the benefit of working in the police department or on police department grounds based on the applicant's fingerprint-based criminal history results.

A department is not required to provide the form to BOE applicants, town employees, or anyone who is just being fingerprinted by the department and the fingerprint-based criminal history results will not go to the department.

Printed Name _____

Signature/Date _____

FBI Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

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 regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated 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 this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this 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 the 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 include, but are not limited to, disclosures 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.

As of 03/30/2018

Applicant Signature: _____ **Date:** _____