

INSTRUCTIONS FOR HANDLING FINGERPRINT CARDS

*This form must be signed and dated by the authorized fingerprinter **at the time of service.** Failure to have this form signed will result in the applicant needing to complete another fingerprint card **at a cost to the applicant.***

Section I – To be completed by the applicant

Applicant's Full Legal Name (Please Print)	Date of Birth

Section II – To be completed by the authorized fingerprinter

Assurances - The person presenting you with this fingerprint card will be using it for a background check as per Idaho Code §33-130 and §33-512. In order to assure proper handling and completion of the fingerprint card, the authorized finger printer must verify the following information.

1. _____ Initials	Verified the applicant filled out the personal information on the fingerprint card: <input type="checkbox"/> Name, including aliases <input type="checkbox"/> Complete mailing address <input type="checkbox"/> Social security number <input type="checkbox"/> Citizenship <input type="checkbox"/> Date of birth <input type="checkbox"/> Personal information (sex, race, height, weight, eye & hair color, place of birth)
2. _____ Initials	Verified the ORI information: ID920170Z, Dept of Edu, Boise, ID This information must be clearly identified in the ORI field.
3. _____ Initials	Verified a positive identification of this applicant using at least one form of photo identification, such as a photo driver's license, Division of Motor Vehicles photo identification card, military identification card, etc.
4. _____ Initials	Signed and dated the fingerprint card on the appropriate line

AUTHORIZED FINGERPRINTER'S SIGNATURE

DATE

Name (Please print or type)

Police Agency/School District/Institution

NONCRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are discussed below.

This serves as notification from Idaho Department of Education that your fingerprints will be used to check the criminal history records of the State of Idaho and the FBI and that those records will be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The collection of applicant fingerprints in Idaho is authorized by Idaho Code §67-3008.

- **If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.**
- **Procedures for obtaining a change, correction, or updating 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 being denied the job, license, or other benefit based on information in the criminal history record.**
- **Disclosure of your Social Security number is voluntary and is solicited pursuant to the Federal Privacy Act and Idaho Code §67-3012 to aid the processing of an interstate background check request for noncriminal justice purposes allowed by federal statute, federal executive order or a state statute that has been approved by the attorney general.**

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. Depending on the nature of your application, other authorities may include numerous Federal or State statutes pursuant to Public Law 92-544 or other authorized authorities.

According to Idaho state law and if agency policy permits, you may be provided a copy of your FBI criminal history record for review and possible challenge upon submission of a written request. 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 at the same website address as provided above. 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/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30-16.34)

If a change, correction or update needs to be made to an Idaho criminal history record, that process information is available on the Idaho State Police website: <https://isp.idaho.gov/BCI/>

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency for non-criminal justice purposes.

Print Applicant Name

Date of Birth or EDUID Number

Signature of Applicant

Date