

# South Carolina Department of Social Services

## Office of Inspector General

P.O. Box 1520, Columbia, South Carolina 29202

### NON-CRIMINAL JUSTICE APPLICANT PRIVACY RIGHTS NOTIFICATION

As an applicant 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 as outlined below:

- You are entitled to written notification that your fingerprints and associated information (biometrics) will be used to check the criminal history records maintained by the Federal Bureau of Investigation (FBI), when a federal record check is so authorized.
- If you have an FBI 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.
- 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/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- If you have a FBI criminal history record, procedures for obtaining a change, correction, or update of your 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 job, license, or other benefit based on information in the criminal history record.
- You may obtain a copy of your criminal history 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>.
- You have the right to expect that officials receiving the results of your criminal history record check will use it solely for the purpose requested and will not disseminate the record outside the receiving departments, related agencies, or other authorized entities.
- In addition, the South Carolina Law Enforcement Division (SLED) will store your fingerprints and provide the SC Department of Social Services (DSS) with notification of any arrests that occur in South Carolina.

---

Print Name

---

Date

---

Signature

---

DSS Division/Office/Unit Name