

**Applicant Privacy Rights
Notification Signature Form**

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure of obtaining a change, correction or updating an FBI identification record is set forth in Title 28, Code of Federal Regulations (CFR), 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 through 16.33 or review the FBI website (<https://www.fbi.gov/services/cjis/identity-history-summary-checks>).

Signature

Date

Print Name

Employee ID
(if current state employee)

Record Retention: Retain in the CHRM and the local personnel office for a period of three (3) full years.