



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Criminal Justice Business Applications Unit



Criminal History Record Information Requisition Form

Criminal history record information (CHRI) must be used in accordance with the purpose and statute submitted with each fingerprint submission. The use of this form confirms that the requesting agency has met the minimum requirements to receive state and national fingerprint-based CHRI pursuant to a Connecticut General Statute (CGS) or a federal statute. Incomplete forms will result in the return of the fingerprint card or failure to electronically submit fingerprints to the Connecticut State Police Bureau of Identification (SPBI). This form must be used when an applicant will be fingerprinted at a regional educational service center (RESC). The appropriate fees must be submitted for each individual request/form. Fees are subject to change due to legislative enactments or federal assessments.

To obtain state and national fingerprint-based CHRI, requesting agencies must 1) be approved by the Connecticut State Police to receive national CHRI, 2) have an application or documentation on file that documents the position for which the applicant is applying, 3) provide the applicant with the Noncriminal Justice Applicant's Privacy Rights form, the Federal Bureau of Investigation's Privacy Statement, and, if applicable, the National Child Protection Act/Volunteers for Children Act (NCPA/VCA) or the Volunteer and Employee Criminal History Services (VECHS) Waiver and Consent Form.

APPLICANT INFORMATION

Name:	Date of Birth:	Position:
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SCHOOL INFORMATION

School Name: Lisbon Central School	School Address: 15 Newent Road Lisbon, CT 06251
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SCHOOL AUTHORIZATION

Printed Name of School Representative: Sally Keating - Superintendent	Signature: <i>Sally Keating</i>	Date:
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Use the Authorized State and Federal Statutes Based on School Types chart to select the authorized statute.
Use the Description of Statutory Use And Fees chart, on the next page, to select the state and federal fee.

STATUTE AND FEES *RESC may charge additional administrative or processing fees.

Authorized Statute:	State Fee: \$ 0.00	Federal Fee: \$ 12.00
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Authorized CT State and Federal Statutes Based on School Types Chart

School Types	CT State Statutes		Federal Statutes			
	CGS 10-212 Nurse	CGS 10-221d Employee	AWA	AWA Volunteer	NCPA/VCA	NCPA/VCA Volunteer
Local or Regional Boards of Education (BOEs)	X	X	X	X	X	X
Public Schools: CT Technical High School System, state and local charter schools, cooperative arrangements among towns pursuant to CGS § 10-158a, or interdistrict magnet schools operated by a public entity.			X	X	X	X
Nonpublic Schools: Incorporated and endowed high schools and academies, special education facilities approved by the State Board of Education pursuant to CGS § 10-76d, interdistrict magnet schools operated by a private entity or any other nonpublic school.					X	X



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The total cost for fingerprinting must be verified by contacting the appropriate RESC.

Description of Statutory Use And Fees Chart

Statutes	Description	State Fee	Federal Fee
CT State Statute CGS § 10-212 Nurse	Appointed or contracted school nurses or nurse practitioners	\$75.00	\$12.00
CT State Statute CGS § 10-221d Employee	Individuals who are employed by a local or regional board of education (BOE). This includes substitute teachers and school nurses or nurse practitioners who are hired by the BOE	No Fee	\$12.00
Federal Statute AWA	Individuals employed by, under consideration for employment by, or in a paid position in which he/she will work with or around children in the elementary or secondary school or agency; this includes student teachers, interns, nursing students, public assistance employment applicants, and contracted workers who are paid. Individuals who work <i>exclusively</i> with preschool children must be fingerprinted under NCPA/VCA	\$75.00	\$12.00
Federal Statute AWA Volunteer	Individuals in an unpaid position in which he/she will work with or around children in the elementary or secondary school or agency; this includes student teachers, interns, nursing students, public assistance employment applicants, and contracted workers who are NOT paid. Individuals who work <i>exclusively</i> with preschool children must be fingerprinted under NCPA/VCA	\$75.00	\$10.75
Federal Statute NCPA/VCA	Individuals in a paid position that may have unsupervised access to or provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or the disabled and are not required or cannot be fingerprinted under a state law	\$75.00	\$12.00
Federal Statute NCPA/VCA Volunteer	Individuals in an unpaid position that may have unsupervised access to or provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or the disabled and are not required or cannot be fingerprinted under a state law	\$75.00	\$10.75

Applicants who must be fingerprinted for multiple schools for the same purpose and statutory authority can be fingerprinted one time for up to twenty (20) schools. Examples are provided below:

1. An applicant has been hired to work for 3 local BOEs as a paraprofessional.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE A	CGS 10-221d	\$ 0	\$ 12	1
BOE B	CGS 10-221d	\$ 0	\$ 12	
BOE C	CGS 10-221d	\$ 0	\$ 12	

2. An applicant has been hired to work for 1 regional BOE and 2 nonpublic schools as a coach.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	CGS 10-221d	\$ 0	\$ 12	1
Nonpublic School A	NCPA/VCA	\$ 75	\$ 12	
Nonpublic School B	NCPA/VCA	\$ 75	\$ 12	

3. An applicant has been contracted to work for 1 local BOE, 1 public school, and 1 nonpublic school as a substitute.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	NCPA/VCA	\$ 75	\$ 12	1
Public School	NCPA/VCA	\$ 75	\$ 12	
Nonpublic School	NCPA/VCA	\$ 75	\$ 12	

4. An applicant has been hired to work for 1 local BOE and will be an unpaid student teacher for 1 nonpublic school.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	CGS 10-221d	\$ 0	\$ 12	1
Nonpublic School	NCPA/VCA	\$ 75	\$ 12	1

EASTCONN Fingerprinting Services

Contact Jenelle Gagne, 860-455-1550 or Janet Smith, 860-455-1554

Human Resources Office hours: 8:30 a.m. - 4:00 p.m.

Frequently Asked Questions:

When can I be fingerprinted?

Fingerprinting is done by appointment only. Appointments are available on Tuesday and Thursday mornings. Please call 860-455-0707 to schedule an appointment.

What must I bring with me to my appointment?

* Two forms of identification, one of which must be a photo ID. Other IDs may be your license, social Security card, birth certificate, passport or student ID.

*Payment: \$48.00; Cash or Mastercard/Visa only.

Why do I need to be fingerprinted?

Connecticut law requires local school systems to have all new employees, including substitute teachers, fingerprinted for state and national criminal history checks.

I would like to apply to multiple schools. What is the process?

EASTCONN will fingerprint you and maintain your information in our Registry. We will send your information to the schools of your choice. You must then apply individually to the schools you wish to be employed with.

Can my fingerprint results be shared with other Regional Educational Service Centers (RESCs) or school districts?

YES. A written request must be submitted to the fingerprinting office that includes your name, address, Social Security #, school districts you wish us to notify and your signature.

I was fingerprinted for a single school district. Can my results be shared with other school districts?

No. School districts are not authorized to share with other districts.

I worked for a school district last year. I will be working in a new district this year. Do I need to be fingerprinted again?

Yes, within 30 days of your employment date.

I worked for one week at a school district and will be working again this year. Do I need to be fingerprinted again?

No. By working at least one day, you are considered a continuous employee for that district.

Federal Bureau of Investigation
United States Department of Justice
Privacy Act Statement

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

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

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.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

Noncriminal Justice Applicant's Privacy Rights

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 which are discussed below.

- * You must be provided written notification³ by Lisbon Board of Education that your fingerprints will be used to check the criminal history records of the FBI.
- * 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.
- * The officials must advise you that the 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 the officials deny you the job, license, or other benefit based on information in the criminal history record.⁴
- * You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation, or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁵
- * If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. 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 <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 agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same 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 through 16.34.)
- * 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, CT 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
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³ Written notification includes electronic notification, but excludes oral notification.

⁴ See 28 CFR 50.12(b).

⁵ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(a) and 906.2(d).