



MARYLAND

Department of Health

Wes Moore, Governor · Aruna Miller, Lt. Governor · Meena Seshamani, M.D., Ph.D, Secretary

CERTIFIED ASSOCIATE COUNSELOR - ALCOHOL AND DRUG

APPLICATION INSTRUCTIONS

**** IMPORTANT ****

BEFORE submitting your application, please:

- Retain a copy of all documents for your records. Documents **will not** be returned once received by the Board.
- All forms must be legible, complete, signed, and dated (where applicable) or processing may be delayed.
- Include a check or money order in the amount of \$150.00 payable to:
Board of Professional Counselors and Therapists. Fees are **non-refundable and non-transferable**.
- Applications **may not** be submitted via fax or email. Please mail to:

Board of Professional Counselors and Therapists
Attn: Janice Isaac, Alcohol and Drug Counselor Licensing Coordinator
4201 Patterson Avenue, Suite 316
Baltimore, MD 21215

- ***NEW***** Submit a copy of the receipt from your criminal history record check (CHRC) **with** your application. The form for the CHRC is included in the application. Reports are sent directly to the Board by CJIS.

ELIGIBILITY/REQUIREMENTS: *The following is a summary only. For complete requirements and definitions, see Md. Code Ann. Health Occ. II, §17-101, et. seq. and COMAR 10.58 which may be found on the Board's website, www.dh.maryland.gov/bopc.*

- Education:** Applicant shall at a minimum:
 - 1) Hold a bachelor's degree or higher from a regionally accredited educational institution approved by the Board in a ***health and human services counseling field***; **OR**
 - 2) Hold a bachelor's degree from a regionally accredited educational institution approved by the board in a program of studies judged by the board to be substantially equivalent in subject matter under COMAR 10.58.07.06A(3)(a); **AND**
 - 3) Complete a minimum of 33 semester credit hours or 50 quarter credit hours in alcohol and drug counselor training from a regionally accredited institution of higher education approved by the Board including:

(i) A 3-semester credit hour or 5 quarter credit hour course taken at a regionally accredited educational institution **in each** of the following courses:

1. Medical aspects of chemical dependency;
2. Addictions treatment delivery;
3. Group counseling;
4. Individual counseling;
5. Ethics that includes alcohol and drug counseling issues; and
6. Abnormal psychology; and

(ii) *Any three* of the following 3 semester credit hour or 5 quarter credit hour courses taken at a regionally accredited educational institution:

1. Family counseling;
2. Theories of counseling;
3. Human development;
4. Topics in substance related and addictive disorders; and
5. Treatment of co-occurring disorders; **and**

4) Complete an internship in alcohol and drug counseling that totals 6 semester credit hours or 10 quarter credit hours.

Supervised Clinical Experience: Complete not less than 1 year with a minimum of 2,000 hours of supervised clinical experience in alcohol and drug counseling under the supervision of a Board-approved alcohol and drug supervisor, submit completed Supervision Verification form (included);

Professional References: Submit three (3) professional assessments (forms included in application).

Examinations: Upon determination of eligibility by the Board, an applicant must pass the following:

- 1) The NCAC Level II exam; **and**
- 2) Maryland Law Assessment.

Both examinations are administered by testing services at several locations within the State.

A Criminal History Records Check (CHRC) (form included with application). Applicant must include a copy of the receipt from the CHRC with this application. This allows the Board to access the report online from CJIS.

Maryland Law Assessment (MLA):

The purpose of the assessment is to determine if a candidate is familiar with the state laws and ethical code related to safe and effective practice across several content areas. The MLA is a no-fail, no score assessment. Content areas include supervision and ethics questions based on excerpts from the Code of Maryland Regulations (COMAR) and Md. Code Ann., Health Occupations Art., Title 17.

The MLA consists of 36 questions. You will be presented with readings and questions until all items are answered correctly. Upon successful completion, you will receive a Certificate of Completion that you will submit to the Board **with** your application for licensure or certification.

Prior Board approval is **not** required to take the MLA. However, if you take the MLA **before** you submit an application for licensure/certification with the Board, please note the following:

- Should you later decide not to apply for licensure/certification with the Board, the MLA fee will **not** be refunded.
- You are responsible for submitting the MLA Certificate of Completion to the Board **with** your application for licensure/certification. Do not email, fax or mail the certificate of completion separately to the Maryland Board. **MLA Certificates of Completion received without a completed application will not be retained.**
- MLA Certificates of Completion are valid for **one year** from the date of the MLA. If you do not apply for licensure/certification within one year from the date of the MLA, you will be required to re-take the MLA at your additional expense.

To take the MLA, use the following link: www.academy.cce-global.org.

If you experience any issues, please contact the assessment administrator, CCE, Monday thru Friday 8:30am – 5pm at 336.482.2856. You may also email for technical support at support@cce-global.org. Please do not contact the Board regarding technical support issues.

If you have already taken and passed the previous Maryland Law Exam, this notice does not apply to you and no further action is necessary.



MARYLAND Department of Health

CERTIFIED ASSOCIATE COUNSELOR - ALCOHOL AND DRUG

APPLICATION

Please type or print all information.

I. VETERANS AND SPOUSAL PREFERENCE

Are you an active service member or the spouse of any active service member? Yes No

Are you a veteran or the spouse of a veteran who was discharged from active duty under circumstances other than dishonorable within one year of filing this application? Yes No

II. DEMOGRAPHIC INFORMATION

Name: _____

SSN: _____ Date of Birth: _____ Place of Birth: _____

Home Phone: _____ Work: _____ Cell: _____ Email: _____

Home Address: _____

Prior address: _____
(If less than 3 years at current address) Street City State Zip

Mailing Address: _____
(If different than above) **Street** **City** **State** **Zip**

Business: _____

Gender and Ethnicity: *This information is optional and may be used for statistical purposes by*

Gender: Male Female

Gender: Male Female

Ethnicity: Are you of Hispanic or Latino origin? Yes No
Check all that apply:

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> White
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Pacific Islander	

III. INFORMATION REGARDING BACKGROUND

Please answer Yes or No to each question.

YES NO

 1. Has any state licensing or disciplinary board ever taken any disciplinary action against your license or certification, including, but not limited to, charges, admonishment, reprimand, revocation, or suspension?

*If YES, attach a separate page with a complete explanation of each occurrence (include date, time, location, disposition, etc.) and a **certified** copy of the disciplinary/court document from the issuing agency.*

 2. Have you pled guilty, nolo contendere, or been convicted of, received probation before judgment or had a conviction set aside for any criminal act in any state, territory, or jurisdiction (excluding minor traffic violations)?

If yes, attach a separate page with a complete explanation of each occurrence (include date, time, location, disposition, etc.) and a certified copy of the disciplinary/court document from the issuing agency.

Please note that if you do not answer this question or fail to disclose and provide the requested information your application will be administratively closed without further review. You will be required to submit a new application and pay the required fee. In addition, you may be required to appear before the Board regarding your failure to provide the required information.

 3. Are you currently on parole, probation or under any other court ordered supervision in any state, territory, or jurisdiction related to a criminal conviction? If so, you must submit official documentation indicating the terms and conditions, start and end dates, compliance and/or completion of the parole, probation or court ordered supervision with your application.

Please note that if you fail to disclose and provide the requested information your application will be administratively closed without further review. You will be required to submit a new application and pay the required fee.

 4. Were you ever granted "Alcohol and Drug Trainee Status" prior to this application?

 5. Are you currently (or have you ever been) licensed or certified as a:

Check all that apply.

CSC-AD CAC-AD CPC-AD LGADC LCADC
 LCPC LCMFT LBMFT LGPC
 LCPAT LGPAT None of the above.

If yes, when does/did it expire? ____/____/____.

6. Are you currently licensed or certified by another **Maryland** board in mental health counseling or other health occupation? *If so, specify license/certificate (Ex: LCSW-C, Psychologist, Registered Nurse, etc.) _____.*

7. Are you currently licensed or certified by a mental health or addictions counseling board outside of Maryland?

If yes, please complete the "Out of State" application for certification in Alcohol and Drug Counseling which can be found on the Board's website: www.health.maryland.gov/bopc.

IV. EDUCATION: List colleges or universities attended to satisfy academic requirements for licensure or certification. Do not list degrees unrelated to counseling. Please list the most recent colleges/universities first and provide **official** transcripts. Attach additional sheets, if necessary.

A.

<i>Name of School</i>	<i>City</i>	<i>State</i>
Dates attended: From (mo./yr.) _____	To (mo./yr.) _____	
Degree awarded: _____	Date awarded: _____	
Major field of study: _____		

B.

<i>Name of School</i>	<i>City</i>	<i>State</i>
Dates attended: From (mo./yr.) _____	To (mo./yr.) _____	
Degree awarded: _____	Date awarded: _____	
Major field of study: _____		

C.

<i>Name of School</i>	<i>City</i>	<i>State</i>
Dates attended: From (mo./yr.) _____	To (mo./yr.) _____	
Degree awarded: _____	Date awarded: _____	
Major field of study: _____		

D.

<i>Name of School</i>	<i>City</i>	<i>State</i>
Dates attended: From (mo./yr.) _____	To (mo./yr.) _____	
Degree awarded: _____	Date awarded: _____	
Major field of study: _____		

V. QUALIFICATIONS: *Complete the chart below. If the title of your course differs from those listed, you must include a catalog course description or syllabus for each course. A course applied to one topic area may not be used to fulfill another topic area. * Official transcript(s) must be attached to this application. Do not include continuing education courses/workshops.

Topic Area	Course Title and Number (Must appear on transcript)	Credits Earned	College/Univ.	Date	Grade
Medical Aspects of Chemical Dependency <i>*Required</i>					
Indiv. Counseling <i>*Required</i>					
Group Counseling <i>*Required</i>					
Abnormal Psychology <i>*Required</i>					
Addictions Treatment Delivery <i>*Required</i>					
Ethics that includes A&D Counseling Issues (course description /syllabus must indicate alcohol/drug counseling) <i>*Required</i>					
Internship/Practicum/Field Placement (6 credits or 10 quarter credits) <i>*Required</i>					
	<i>Electives: At least 3 from the courses below:</i>				
Family Counseling					
Topics in A&D Dependency					
Theories of Counseling					
Human Development					
Treatment of Co-occurring disorders					

Total Credits Earned: _____

VI. SUPERVISED EXPERIENCE: Applicant must complete not less than 1 year with a minimum of 2,000 hours of supervised clinical experience in alcohol and drug counseling under the supervision of a Board-approved alcohol and drug supervisor. Attach additional sheets, if necessary.

Dates To/From:	Agency/ Employer	Applicant's Job Title and Job Description	Hours of supervised experience completed	Was Applicant's practice satisfactory?	Supervisor's Name (print) Approved Supervisor Ref. #

** Supervisor's signature above constitutes verification that he/she is a board-approved supervisor and that the supervised experience hours listed are true and accurate.

VII. EXAMINATIONS: Applicant must pass the NCAC Level II exam and the Maryland law exam. In order to sit for the required exams, applicant must meet the educational requirements and obtain authorization from the Board to register for the exams.

Have you passed the NCAC Level II exam? No Yes (include copy of official exam score).

Have you passed the Maryland Law Assessment? No Yes (include copy of official exam score).

VII. AFFIDAVIT

In making this application to the Maryland Board of Professional Counselors and Therapists (the "Board") for the issuance of a Certified Associate Counselor - Alcohol and Drug credential:

- I agree to abide by the rules and regulations of the Board and to take all examinations necessary for the processing of my application;
- Upon issuance of certification, I agree to abide by the Code of Ethics as set forth in COMAR;
- I understand that the fee submitted with this application is **NON-REFUNDABLE**;
- I agree to hold the Board, its members, officers, agents, and examiners free from any damage or claim of damage or complaint by reason of any action taken in connection with this application, the attendant examination, the grades with respect to any examination, and/or the failure or refusal of the Board to issue me a license or certificate.

- I grant permission to the Board to seek any information or references it deems appropriate or necessary in verifying my credentials as it pertains to this application.
- I understand, by law, it is my responsibility to notify the Board, in writing, of any change of address.

I do hereby affirm that all of the statements made herein are true and correct to the best of my knowledge and belief. I voluntarily consent to a thorough review of the information in this application and other activities for the purpose of verifying my qualifications for certification

Applicant's Signature

Date

NOTARY REQUIRED

State of _____

City/County of _____

I HEREBY CERTIFY that on this _____ day of _____,

before me, a Notary Public of the State and City/County aforesaid, personally appeared

_____ and made oath in due form that the contents of the foregoing

Affidavit are true.

Notary Public: _____ Commission Expires: _____

ATTACH APPLICANT
PHOTO

(Recent 2" x 2")



MARYLAND

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CAC-AD - SUPERVISION VERIFICATION

I, Supervisor's Name (printed), certify that I supervised Applicant's Name from

Month/Year until Month/Year at Name of Facility and Location.

The Applicant completed _____ hours of experience under my supervision as a

Applicant's Job Title.

The Applicant's job duties consisted of:

_____.

The Applicant's practice was Satisfactory Unsatisfactory.

Please place a check mark in the box and indicate the number of hours this applicant performed one or more of the following duties under your supervision:

<input type="checkbox"/>	Group Counseling	_____ hours
<input type="checkbox"/>	Individual Counseling	_____ hours
<input type="checkbox"/>	Family Counseling	_____ hours
<input type="checkbox"/>	Screening	_____ hours
<input type="checkbox"/>	Intake	_____ hours
<input type="checkbox"/>	Orientation	_____ hours
<input type="checkbox"/>	Case Management	_____ hours
<input type="checkbox"/>	Crisis Intervention	_____ hours
<input type="checkbox"/>	Education & Prevention	_____ hours
<input type="checkbox"/>	Referral	_____ hours
<input type="checkbox"/>	Consultation	_____ hours
<input type="checkbox"/>	Reports and Record Keeping	_____ hours
<input type="checkbox"/>	Assess and diagnosis (Diagnostic impression)	_____ hours
<input type="checkbox"/>	Treatment Planning	_____ hours

Meeting with supervisor _____ hours

Total Hours _____ out of 2000 hours

I certify that I am an approved alcohol and drug supervisor as specified in COMAR 10.58.07.02(2).

I further certify that I provided the supervision described above, and that it is a true and accurate representation.

Supervisor's Signature Date

License/Certificate/Approved Supervisor Number &
Expiration date

Supervisor Phone Number

Email

PROFESSIONAL REFERENCE ASSESSMENT for CAC-AD

Applicant's Name: _____

The person named above has applied to the Maryland Board of Professional Counselors and Therapists to become a Certified Associate Counselor – Alcohol and Drug. Your assessment of the applicant's characteristics will enable the Board to evaluate whether the applicant meets the Board's standards for certification. Please answer each question to the best of your ability.

Reference's Name: _____ Credentials: _____

Place of Employment: _____

Relationship to Applicant: _____

How long have you known the Applicant? From _____ to _____.

Please rate the Applicant compared to other counselors you know on the following characteristics:

(Counselor educators should be evaluated on their ability to train students in counseling skill areas).

Skill	Outstanding	Above Avg.	Average	Below Avg.	Poor	Cannot Evaluate
Individual counseling						
Making appropriate Referrals						
Group counseling						
Personal Integrity						
Consulting						
Insight into client's problems						
Ability to relate to co-workers						
Ability to be objective						
Ethical conduct						
Concern for welfare of clients						
Sense of responsibility						
Recognition of own limits						
Supervisory abilities						
Ability to keep material confidential						

I recommend the Applicant for certification as a Certified Associate Counselor – Alcohol and Drug (CAC-AD). Yes No

This recommendation is based upon my best judgment. I am willing to answer additional questions concerning this evaluation should the Board deem it necessary.

Signature of Reference

Date

After completing this form, please place in a sealed envelope, sign the sealed flap, and return to Applicant.

PROFESSIONAL REFERENCE ASSESSMENT for CAC-AD

Applicant's Name: _____

The person named above has applied to the Maryland Board of Professional Counselors and Therapists to become a Certified Associate Counselor – Alcohol and Drug. Your assessment of the applicant's characteristics will enable the Board to evaluate whether the applicant meets the Board's standards for certification. Please answer each question to the best of your ability.

Reference's Name: _____ Credentials: _____

Place of Employment: _____

Relationship to Applicant: _____

How long have you known the Applicant? From _____ to _____.

Please rate the Applicant compared to other counselors you know on the following characteristics:

(Counselor educators should be evaluated on their ability to train students in counseling skill areas).

Skill	Outstanding	Above Avg.	Average	Below Avg.	Poor	Cannot Evaluate
Individual counseling						
Making appropriate Referrals						
Group counseling						
Personal Integrity						
Consulting						
Insight into client's problems						
Ability to relate to co-workers						
Ability to be objective						
Ethical conduct						
Concern for welfare of clients						
Sense of responsibility						
Recognition of own limits						
Supervisory abilities						
Ability to keep material confidential						

I recommend the Applicant for certification as a Certified Associate Counselor – Alcohol and Drug (CAC-AD). Yes No

This recommendation is based upon my best judgment. I am willing to answer additional questions concerning this evaluation should the Board deem it necessary.

Signature of Reference

Date

After completing this form, please place in a sealed envelope, sign the sealed flap, and return to Applicant.

PROFESSIONAL REFERENCE ASSESSMENT for CAC-AD

Applicant's Name: _____

The person named above has applied to the Maryland Board of Professional Counselors and Therapists to become a Certified Associate Counselor – Alcohol and Drug. Your assessment of the applicant's characteristics will enable the Board to evaluate whether the applicant meets the Board's standards for certification. Please answer each question to the best of your ability.

Reference's Name: _____ Credentials: _____

Place of Employment: _____

Relationship to Applicant: _____

How long have you known the Applicant? From _____ to _____.

Please rate the Applicant compared to other counselors you know on the following characteristics:

(Counselor educators should be evaluated on their ability to train students in counseling skill areas).

Skill	Outstanding	Above Avg.	Average	Below Avg.	Poor	Cannot Evaluate
Individual counseling						
Making appropriate Referrals						
Group counseling						
Personal Integrity						
Consulting						
Insight into client's problems						
Ability to relate to co-workers						
Ability to be objective						
Ethical conduct						
Concern for welfare of clients						
Sense of responsibility						
Recognition of own limits						
Supervisory abilities						
Ability to keep material confidential						

I recommend the Applicant for certification as a Certified Associate Counselor – Alcohol and Drug (CAC-AD). Yes No

This recommendation is based upon my best judgment. I am willing to answer additional questions concerning this evaluation should the Board deem it necessary.

Signature of Reference

Date

After completing this form, please place in a sealed envelope, sign the sealed flap, and return to Applicant.



DEPARTMENT OF HEALTH

Wes Moore, Governor · Aruna Miller, Lt. Governor · Laura Herrera Scott, M.D., M.P.H., Secretary

BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS 4201 Patterson Avenue, Baltimore, Maryland 21215

NOTICE OF CRIMINAL HISTORY RECORDS CHECK

Please read carefully: Effective January 1, 2014, the Maryland Board of Professional Counselors and Therapists (the Board) requires that all applicants for licensure, certification and trainees status complete a criminal history records check in accordance with SS17-501 and 17-501.1 of the Health Occupations Article, Annotated Code of Maryland.

A Criminal History Records Check (CHRC) includes a national and state criminal history background search. The criminal history records check requires you to be fingerprinted. In order to be fingerprinted, you will need to complete and present the LiveScan Pre-Registration Form (attached).

You must present this form to the fingerprinting site because it provides the Criminal Justice Information System (CJIS) authorization number **#1300005490** and the FBI ORI number **#MD920512Z** assigned specifically to the Board. This allows the information to be forwarded directly to the Board.

For additional information contact CJIS at **410-764-4501**. For current listings of the fingerprinting providers, please go to <https://dpscs.maryland.gov/publicservs/fingerprint.shtml>

FOR FAST AND ACCURATE SERVICE

1. When requesting a criminal history records check for licensing purposes, you must have an agency name and authorization number (see above).
2. Your background check is being sent to the Board.
3. You must bring with you a valid form of government identification (e.g. driver's license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification).
4. Complete the LiveScan Pre-registration Application and bring it to any fingerprinting center/provider.
5. Bring payment as indicated above. The Board will receive the results from the criminal history records check directly from CJIS within 5-7 business days. The Board will contact you if it has any questions regarding the report. Please do not contact the Board to check whether the report has been received.
6. Please do not send the Live Scan Pre-registration Application to the Board. You must present it at the fingerprint center/provider location.

7. If you live out of State and need to complete your fingerprints, please contact the Board at 410-764-4732 to have a fingerprint card mailed to you.

8. For those who are renewing their license, please notify the Board that you have completed your fingerprints so that we may update the licensing database.

FBI PRIVACY & APPLICANT RIGHTS STATEMENTS

For all applicants and licensees completing a CHRC: Please sign and date the FBI Privacy Rights Statement to acknowledge receipt of the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights (attached). Please include a copy of the signed form with your license application.



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION

APPLICANT INFORMATION (PLEASE TYPE OR PRINT CLEARLY)

Name: _____

Date of birth: _____ SSN: _____ Gender: Male Female (Please check)

Height: ft. inches Weight: lbs. Eye Color: Hair Color:

Race: Black White Asian/Pacific Islander Native American Other (Please check)

Place of Birth: _____ Citizenship: _____

Current address:

City: _____ State: _____ ZIP Code: _____

AGENCY INFORMATION

Agency Authorization #: 1300005490

ORI # (if required): MD920512Z Reason fingerprinted? Licensing/Cert.

Position Applied for: N/A

Request Type: *(Choose one ONLY)*

- Adult Dependent Care
- Attorney/Client
- Child care
- Criminal Justice
- Gold Seal/ Adoption
- Gold Seal/Letter/VISA
- Government Employment
- Government Licensing or Certification
- Immigration/VISA
- Individual Challenge
- Individual Review
- MSP Licensing
- Private Party Petition
- Public Housing

Mail Response to:

(Mailing option only available for Visa Gold Seal and/or Individual Review)

Name: _____

Digitized by srujanika@gmail.com

Address:

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City, State, Zip code:

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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 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

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 employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 employment, license, or other benefit based on information in the FBI criminal history record.
- 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 <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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.³

Updated 11/6/2019

I acknowledge receipt of the FBI Privacy Act Statement and Noncriminal Justice Applicant's Privacy Rights.

Print Name

Signature

Date

¹ Written notification includes electronic notification, but excludes oral notification. ² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).