

LICENSED CLINICAL PROFESSIONAL ART THERAPIST

*** Out of State Applicants***

*This form should be completed if you are **currently licensed** as a **clinical professional art therapist** in a jurisdiction outside the State of Maryland.*

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.
- Within 30 days after receipt of the application, the Board will determine if the application is complete.**

PLEASE DO NOT CONTACT THE BOARD REGARDING THE STATUS OF YOUR APPLICATION **LESS THAN 30 DAYS** FROM THE DATE IT WAS SUBMITTED. DUE TO THE VOLUME OF APPLICATIONS RECEIVED BY THE BOARD, SUCH REQUESTS CANNOT BE ANSWERED.

If the application is not complete, the Board will notify you, in writing, and you will have 90 days from the date of the notice to provide the requested documentation. If you do not provide the required information within 90 days, your application will be closed and all documents will be discarded. The Board does not retain incomplete applications. You will be required to submit a new application and pay the required application fee.

- 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 \$250 payable to: *Maryland Board of Professional Counselors and Therapists*. A separate license fee of \$150 will be due upon notification of eligibility from the Board. Fees are **non-refundable and non-transferable**.
- Applications **may not** be submitted via fax, email or in-person. Please mail to:

Board of Professional Counselors and Therapists
Attn: LCPAT Licensing
Coordinator
4201 Patterson Avenue, Suite 316
Baltimore, MD 21215

ELIGIBILITY/REQUIREMENTS: *The following is a summary only. For complete requirements and definitions, see Md. Code Ann. Health Occ., §17-101, et. seq. and COMAR 10.58.17, which may be found on the Board's website, www.health.maryland.gov/bopc.*

Verification of Out of State License: Applicant must include a copy of the license currently held in another jurisdiction. Applicant must also complete the Verification of Out of State License form (attached to this application) and send the form to the appropriate State licensing authority for completion. The licensing authority must forward the completed form directly to the Board.

If you are currently licensed as a clinical professional art therapist in another jurisdiction that has requirements that are **equivalent to or exceed** the requirements in Health Occ. Article, Md. Ann. Code §17-304.1, you may complete this application and upon review by the Board, may be entitled to licensure as a clinical professional counselor. You must provide your jurisdiction's requirements for clinical licensure for comparison with Maryland's requirements.

If your jurisdiction's requirements for clinical licensure are **not equivalent** to Maryland's requirements, the Board may waive the educational and/or experiential requirements in certain circumstances, as set forth in COMAR 10.58.17 and summarized below:

Equivalent Educational Requirements: Applicant shall:

Provide **official** transcripts confirming completion of a master's or doctoral degree in an art therapy program from an accredited educational institution approved by the Board.

Documentation of graduate coursework as set forth in COMAR 10.58.17.05A, which includes 3 semester credits in each of the following areas:

- Professional, legal, and ethical responsibilities;
- Diagnosis and treatment of mental and emotional disorders;
- Appraisal.

Equivalent Experience Requirements:

The applicant must provide documentation satisfactory to the Board, of not less than 2 years with a minimum of 2,000 hours of supervised clinical experience in clinical art therapy, all of which shall have been completed after the award of the master's degree;

Please use the Professional Experience Verification form attached to this application. You may copy and submit additional forms, if necessary.

Current certification from a national accrediting body approved by the Board.

Examinations. Applicant must pass the following:

- 1) The Art Therapy Credentials Board Exam (ATCBE); **and**
- 2) Maryland Law Assessment.

1) **ATCBE:** Please include a copy of your score with the application.

2) **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.

Criminal History Records Check All applicants must complete a criminal history records check (CHRC).

If you are located in Maryland at the time of your application, please use the attached form for the CHRC.

If you will obtain a CHRC in another state, you must contact the Board to receive the required form. The form attached to this application WILL NOT be accepted outside of Maryland.

Applicant must include a copy of the receipt from the CHRC with this application. This allows the Board to access the report online from the Criminal Justice Information System.

Please note: A license will not be issued unless and until the Board determines that the applicant has completed **ALL** requirements including required coursework, examinations, CHRC, and any other requirements set by the Board in accordance with Maryland law.



MARYLAND Department of Health

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

BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS

4201 Patterson Avenue, Suite 316, Baltimore, Maryland 21215-2299

LICENSED CLINICAL PROFESSIONAL ART THERAPIST

****OUT OF STATE – 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: <i>(If less than 3 years at current address)</i>	Street	City	State	Zip
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Mailing Address: _____
(If different than above) Street City State Zip

Business: _____

Name	Street	City	State	Zip
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Gender and Ethnicity: *This information is optional and may be used for statistical purposes by*

Gender: Male Female

Ethnicity: Are you of Hispanic or Latino origin? Yes No

Check all that apply:

American Indian or Alaska Native Asian White

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 copy of the disciplinary/court document from the issuing agency, if applicable.

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.

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: _____		

V. COURSES: 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. Each course must be 3 semester or 5 quarter credit hours. Official transcript(s) must be attached to this application. You may attach separate sheet(s) for additional relevant coursework.

Topic Area	Course Title and Number (Must appear on transcript)	Credits Earned	College/Univ.	Date	Grade
Prof., Legal, Ethical Resp.					
Diagnosis and treatment of mental and emotional disorders					
Appraisal					

VI. EXAMINATIONS

- A. Have you passed the ATCBE? Yes No If yes, please include a copy of test score.
- B. Have you completed the Maryland law assessment? Yes No If yes, please include a copy of the certificate of completion.

VII. PROFESSIONAL REFERENCES (3): List at least 3 professional references who can attest to your counseling skills, professional standards of practice and supervised clinical work. You must include three (3) Professional Reference assessment forms in their original sealed envelopes with the application. Forms are attached.

A. Name of Reference: _____

Degree: _____ Certification/License: _____

Position: _____ Business Name: _____

Business Address: _____

Business Phone: _____

Will this reference be verifying some or all of your supervised clinical experience? Yes No

B. Name of Reference: _____

Degree: _____ Certification/License: _____

Position: _____ Business Name: _____

Business Address: _____

Business Phone: _____

Will this reference be verifying some or all of your supervised clinical experience? Yes No

C. Name of Reference: _____

Degree: _____ Certification/License: _____

Position: _____ Business Name: _____

Business Address: _____

Business Phone: _____

Will this reference be verifying some or all of your supervised clinical experience? Yes No

VIII. PROFESSIONAL CLINICAL EXPERIENCE: Applicant must include a completed Professional Experience Verification(s) with this application. Forms are attached to application.

IX. ART THERAPY CREDENTIALS BOARD: Applicant must provide a copy of certification.

X. AFFIDAVIT

In making this application to the Maryland Board of Professional Counselors and Therapists (the "Board") for the issuance of a Licensed Clinical Professional Art Therapist 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 contact information including address, phone number, and/or email 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 or licensure.

Applicant's Signature _____ Date _____

NOTARY

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"x2")

PROFESSIONAL REFERENCE ASSESSMENT

Applicant's Name: _____

The above-named individual has applied to the Maryland State Board of Professional Counselors and Therapists to become a licensed professional art therapist. Your assessment will help determine the Applicant's eligibility for licensure. Please answer all questions to the best of your knowledge, information, and belief.

PLEASE RETURN THE COMPLETED FORM TO THE APPLICANT IN A SEALED ENVELOPE.

Reference's Name: _____ Phone: _____

Business Address: _____

Degree: _____ Title: _____

Professional Certification/License: _____ State/Certifying Org.: _____

Relationship to Applicant: Educator Prof. Colleague Supervisor (must sign Supervision Verification form) Other: _____

Length of time you have known Applicant: From (mo./yr.) _____ To (mo./yr.) _____

Please rate the Applicant on the following skills/characteristics. Place a check √ in each category. <i>(Applicants who are counselor educators should be evaluated on the basis of their ability to train students in counseling skill areas).</i>	<i>Outstanding</i>	<i>Above Avg.</i>	<i>Average</i>	<i>Below Avg.</i>	<i>Poor</i>	<i>Cannot evaluate</i>
<i>Individual counseling skills</i>						
<i>Appropriate referral making skills</i>						
<i>Group counseling skills</i>						
<i>Personal integrity</i>						
<i>Consulting skills</i>						
<i>Insight to client's problems</i>						
<i>Ability to relate to co-workers</i>						
<i>Objectivity on the job</i>						
<i>Ethical conduct</i>						
<i>Concern for welfare of clients</i>						
<i>Sense of responsibility</i>						
<i>Recognition of own limits</i>						
<i>Supervisory ability</i>						
<i>Ability to keep material confidential</i>						

Additional Comments (optional): _____

I recommend this Applicant for licensure as a clinical professional art therapist: Yes No

The information provided above is based on my best knowledge, information, and belief. I agree to answer additional questions regarding this evaluation if requested by the Board.

Reference's signature

Date

PROFESSIONAL REFERENCE ASSESSMENT

Applicant's Name: _____

The above-named individual has applied to the Maryland State Board of Professional Counselors and Therapists to become a licensed professional art therapist. Your assessment will help determine the Applicant's eligibility for licensure. Please answer all questions to the best of your knowledge, information, and belief.

PLEASE RETURN THE COMPLETED FORM TO THE APPLICANT IN A SEALED ENVELOPE.

Reference's Name: _____ Phone: _____

Business Address: _____

Degree: _____ Title: _____

Professional Certification/License: _____ State/Certifying Org.: _____

Relationship to Applicant: Educator Prof. Colleague Supervisor (must sign Supervision Verification form) Other: _____

Length of time you have known Applicant: From (mo./yr.) _____ To (mo./yr.) _____

Please rate the Applicant on the following skills/characteristics. Place a check √ in each category. <i>(Applicants who are counselor educators should be evaluated on the basis of their ability to train students in counseling skill areas).</i>	<i>Outstanding</i>	<i>Above Avg.</i>	<i>Average</i>	<i>Below Avg.</i>	<i>Poor</i>	<i>Cannot evaluate</i>
<i>Individual counseling skills</i>						
<i>Appropriate referral making skills</i>						
<i>Group counseling skills</i>						
<i>Personal integrity</i>						
<i>Consulting skills</i>						
<i>Insight to client's problems</i>						
<i>Ability to relate to co-workers</i>						
<i>Objectivity on the job</i>						
<i>Ethical conduct</i>						
<i>Concern for welfare of clients</i>						
<i>Sense of responsibility</i>						
<i>Recognition of own limits</i>						
<i>Supervisory ability</i>						
<i>Ability to keep material confidential</i>						

Additional Comments (optional): _____

I recommend this Applicant for licensure as a clinical professional art therapist: Yes No

The information provided above is based on my best knowledge, information, and belief. I agree to answer additional questions regarding this evaluation if requested by the Board.

Reference's signature

Date

PROFESSIONAL REFERENCE ASSESSMENT

Applicant's Name: _____

The above-named individual has applied to the Maryland State Board of Professional Counselors and Therapists to become a licensed professional art therapist. Your assessment will help determine the Applicant's eligibility for licensure. Please answer all questions to the best of your knowledge, information, and belief.

PLEASE RETURN THE COMPLETED FORM TO THE APPLICANT IN A SEALED ENVELOPE.

Reference's Name: _____ Phone: _____

Business Address: _____

Degree: _____ Title: _____

Professional Certification/License: _____ State/Certifying Org.: _____

Relationship to Applicant: Educator Prof. Colleague Supervisor (must sign Supervision Verification form) Other: _____

Length of time you have known Applicant: From (mo./yr.) _____ To (mo./yr.) _____

Please rate the Applicant on the following skills/characteristics. Place a check √ in each category. (Applicants who are counselor educators should be evaluated on the basis of their ability to train students in counseling skill areas).	<i>Outstanding</i>	<i>Above Avg.</i>	<i>Average</i>	<i>Below Avg.</i>	<i>Poor</i>	<i>Cannot evaluate</i>
<i>Individual counseling skills</i>						
<i>Appropriate referral making skills</i>						
<i>Group counseling skills</i>						
<i>Personal integrity</i>						
<i>Consulting skills</i>						
<i>Insight to client's problems</i>						
<i>Ability to relate to co-workers</i>						
<i>Objectivity on the job</i>						
<i>Ethical conduct</i>						
<i>Concern for welfare of clients</i>						
<i>Sense of responsibility</i>						
<i>Recognition of own limits</i>						
<i>Supervisory ability</i>						
<i>Ability to keep material confidential</i>						

Additional Comments (optional): _____

I recommend this Applicant for licensure as a clinical professional art therapist: Yes No

The information provided above is based on my best knowledge, information, and belief. I agree to answer additional questions regarding this evaluation if requested by the Board.

Reference's signature

Date



MARYLAND

Department of Health

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

BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS

4201 Patterson Avenue, Suite 316, Baltimore, Maryland 21215-2299

PROFESSIONAL EXPERIENCE VERIFICATION

The applicant listed below has applied to the Maryland State Board of Professional Counselors and Therapists to be licensed as a licensed clinical professional art therapist.

Please complete this form and return to the applicant in a sealed envelope with your signature across the flap.

This is to verify that _____ (Applicant) holds:

A *master's degree* and has a minimum of 60 graduate credit hours and not less than 2 years with a minimum of 2,000 hours, of supervised clinical experience in professional art therapy, all of which were completed after the award of the master's degree;

I attest that the above is true and accurate to the best of my knowledge, information, and belief.

Name (Printed)

Signature

Date

Business Address

Daytime Phone

Email

Lic. Title

Lic. #

State of Issuance

Exp. Date

STATE VERIFICATION OF LICENSE

To be completed by Applicant:

Name: _____ D.O.B.: _____

Address: _____

SSN: _____ Lic. Title & Number: _____

Graduate School: _____ Degree: _____

Date Awarded: _____ Total Graduate Credits Earned: _____
Yrs. experience practicing as LCPAT: _____

I authorize the information requested below to be provided to the Maryland Board of Professional Counselors and Therapists.

Applicant's Signature _____ Date _____

To be completed by State of licensure and returned directly to:

*Maryland Board of Professional Counselors
4201 Patterson Ave., Suite 316
Baltimore, MD 21215*

Please do not return to the Applicant.

Issuing State: _____ Lic. Title: _____ Date of Orig. Issuance: _____

Issued by: Examination – Title and date of exam: _____

Endorsement/Reciprocity Grandfather clause

Applicant's License is: Active, expires: _____ Inactive, expired: _____.

Has the Applicant's license ever been placed on probation, restricted, suspended, or revoked?

Yes, please provide explanation on reverse side. No

Name and Title (Printed)

Date

Signature

SEAL

CHECKLIST FOR Out of State LCPAT APPLICATION

- Official transcript(s) in the sealed envelope sent to you from educational institution.
- ATCBE and Maryland Law Assessment exam scores (if applicable).
- Three (3) completed Professional Reference Assessment forms in sealed envelopes to you from each professional reference.
- Professional Experience Verification(s).
- Application is signed and notarized.
- Recent photo (2"x2").
- Copy of receipt from criminal history records check.
- Check or money order in the amount of \$250 payable to the Board of Professional Counselors and Therapists.

** Remember to make a copy of completed application and attachments for your records.



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: _____

Address:

City, State, Zip code:

Digitized by srujanika@gmail.com

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).