



## LICENSED CLINICAL MARRIAGE AND FAMILY THERAPIST

### **\*Out of State Applicants\*** (Rev.4/25)

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

### **APPLICATION INSTRUCTIONS**

#### **\*\* IMPORTANT \*\***

**BEFORE** submitting your application, please note the following:

- 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. 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 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: MFT 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, 17-303, 17-306, which may be found on the Board's website. Link found [here](#).*

☐ **Verification of license:** Applicants must include a copy of the clinical marriage and family therapist license **currently** held in another jurisdiction.

Applicants 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 the jurisdiction in which you currently hold a license provides electronic license verification, please provide the web address with this application and a separate verification form will not be required. Maryland board staff must be able to verify your current license directly from the official website of the jurisdiction in which you currently hold a license.

☐ **Equivalent Experience Requirements:**

“The applicant shall provide documentation evidencing the completion of 2 years of postgraduate supervised clinical experienced as required by the Board.

☐ **Examinations.** Applicants must pass the following:

The Maryland Law Assessment (MLA). The purpose of the MLA 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 apply 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](http://www.academy.cce-global.org).

If you experience any issues, please contact the assessment administrator, CCE, Monday - Friday 8:30am – 5pm at 336.482.2856. You may also email for technical support at [support@cce-global.org](mailto: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** (instructions and form attached). All applicants must complete a criminal history records check (CHRC). 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.



**LICENSED CLINICAL MARRIAGE AND FAMILY 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: \_\_\_\_\_  
*Last First MI Maiden*

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ \*Email is the primary method of contact used by the Board.

Home Address: \_\_\_\_\_  
*Street City State Zip*

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: \_\_\_\_\_  
*Name Street City State Zip*

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

Gender: ☐ Male ☐ Female

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

*Check all that apply:*

☐ American Indian or Alaska Native

☐ Asian

☐ White

☐ Black or African American

☐ 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 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. EXAMINATIONS/ ASSESSMENTS

- A. Have you completed the Maryland Law Assessment? ☐ Yes ☐ No If yes, please include a copy of the Certificate of Completion.

#### V.

- V. 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. \_\_\_\_\_  
*Name of School* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_  
Dates attended: From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_  
Degree awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Major field of study: \_\_\_\_\_

- B. \_\_\_\_\_  
*Name of School* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_  
Dates attended: From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_  
Degree awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Major field of study: \_\_\_\_\_

- C. \_\_\_\_\_  
*Name of School* \_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_  
Dates attended: From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_  
Degree awarded: \_\_\_\_\_ Date awarded: \_\_\_\_\_  
Major field of study: \_\_\_\_\_

**VI. 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

## **VII. AFFIDAVIT**

In making this application to the Maryland Board of Professional Counselors and Therapists (the "Board") for the issuance of a Licensed Clinical Marriage and Family 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;
- ☐ 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**;

**AFFIDAVIT (Continued)**

- ☐ 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 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 licensure.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**NOTARY**

State of \_\_\_\_\_

City/County of \_\_\_\_\_

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")



## VIII. PROFESSIONAL REFERENCE ASSESSMENT

Three (3) references are required. Please make copies of this form as needed.

Applicant's Name: \_\_\_\_\_

The above-named individual has applied to the Maryland State Board of Professional Counselors and Therapists to become a licensed clinical marriage and family 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 ☐ 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 <input type="checkbox"/> 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 marriage and family 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

## IX. PROFESSIONAL CLINICAL EXPERIENCE VERIFICATION

The applicant listed below has applied to the Maryland State Board of Professional Counselors and Therapists to be licensed as a clinical marriage and family 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 marriage and family therapy, 2 years of which were completed after the award of the master's degree;
- A *master's degree* consisting of less than 60 graduate credit hours and not less than 2 years' experience practicing as a licensed clinical professional counselor, with a minimum of 2,000 hours of clinical marriage and family therapy experience; or
- A *doctoral degree* and not less than 2 years practicing as a clinical marriage and family therapist, and a minimum of 2,000 hours of clinical marriage and family therapy experience.

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

Name (Printed)	Signature	Date
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Relationship to Applicant (supervisor, employer, professional colleague).

Business Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Lic. Title	Lic. #	State of Issuance	Exp. Date
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## **X. STATE VERIFICATION OF LICENSE**

### **To be completed by the Applicant:**

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: \_\_\_\_\_

SSN: \_\_\_\_\_ Lic. Title & Number: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Degree: \_\_\_\_\_

Date Awarded: \_\_\_\_\_ Total Graduate Credits Earned: \_\_\_\_\_

Yrs. experience practicing as LCMFT: \_\_\_\_\_

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  
Attn: MFT Licensing Coordinator  
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 an explanation on reverse side. ☐ No

\_\_\_\_\_  
Name and Title (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**SEAL**

### CHECKLIST FOR Out of State LCMFT APPLICATION

- ☐ Official transcript(s) in the sealed envelope sent to you from educational institution.
- ☐ Out of State verification or proof of active license.
- ☐ Maryland Law Assessment Certificate of Completion.
- ☐ Three (3) completed Professional Reference Assessment forms in sealed envelopes to you from each professional reference.
- ☐ Professional Experience Verification(s).
- ☐ The 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 the completed application and attachments for your records. \*\*\***



*Wes Moore, Governor · Arund 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://dpsscs.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:	ISSN:	Gender: Male Female <small>(Please check)</small>	
Height: ft. inches	Weight: lbs.	Eye Color:	Hair Color:
Race: Black White ;Asian/Pacific Islander	Native American Other <small>(Please check)</small>		
Place of Birth:		Citizenship:	
Current address:			
City:		State:	ZIP Code: -
Daytime Phone:		Evening Phone:	Driver's License #:

**AGENCY INFORMATION**

Agency Authorization #: 1300005490	
ORI # (if required): MD920512Z	Reason fingerprinted? Licensing/Cert.
Position Applied for: N/A	
<b>Request Type:</b> <small>(Choose one Only)</small> Adult Dependent Care  <input type="checkbox"/> Attorney/Client Child care  <input type="checkbox"/> Criminal Justice Gold Seal/ Adoption Gold Seal/Letter/VISA  <input type="checkbox"/> Government Employment	Government Licensing or Certification  <input type="checkbox"/> Immigration/VISA Individual Challenge  <input type="checkbox"/> Individual Review MSP Licensing Private Party Petition  <input type="checkbox"/> Public Housing

**Mail Response to:**

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

Name:
Address:
City, State, Zip code:



## **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.<sup>1</sup> 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.<sup>2</sup>
- 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.<sup>3</sup>

Updated 11/6/2019

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

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Print Name

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Signature

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Date

<sup>1</sup> Written notification includes electronic notification but excludes oral notification. <sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>  
<sup>3</sup> 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).