

CONFIDENTIAL

Alaska Division of Motor Vehicles
Background Check Authorization

| | | | |
|--------------------------------|--------------------------|--------------------------------|----------------|
| Print Name: (First) | (Middle) | (Last) | |
| Social Security Number: | DOB: | Driver's License Number/State: | |
| Former Name(s) and Dates Used: | | | |
| Applicant Telephone Number: | Applicant Email Address: | | |
| Current Address: (Street) | (City) | (State/Zip) | Since: (Mo/Yr) |
| Previous Address: | (City) | (State/Zip) | From: (Mo/Yr) |

Please check the reason for your background check:

DMV Employee; Business Partner; Commercial Driver's License; School Bus Driver;

Contractor: Name of Business _____; SOA: Agency Name _____

I hereby authorize the State of Alaska, Division of Motor Vehicles (DMV), Department of Public Safety and its designated agents and representatives to conduct a comprehensive review of my background for employment purposes, commercial driver's license, school bus driver, and/or access to DMV records, network and/or offices (contractor). I understand the scope of the background check may include but is not limited to the following areas: verification of social security number; current and previous residences; employment history; driving records; birth records; civil court records; public records; and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions.

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

If you would like to appeal the accuracy of the information contained in the FBI identification record, please notify the DMV office within 30 days of the notification letter. The letter will give you the contact information to request a hearing and what you need to do beforehand.

The State of Alaska, DMV, Department of Public Safety, and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect your privacy rights.

Additional information regarding your applicant privacy rights for a national background check can be found at: www.fbi.gov/services/cjis/compact-council/guiding-principles-noncriminal-justice-applicants-privacy-rights.

Initial that you received a copy of your applicant privacy rights.

DMV has authority under the following Federal Regulations and Alaska Statutes to perform a fingerprint background check: 49 CFR 384.228 Commercial Driver's License; 6 CFR 37.45 Real ID; and AS 28.15.046 School Bus Drivers.

Send completed form, fees and fingerprint card to:
DMV Compliance, 3901 Old Seward Hwy STE 101 Anchorage, AK 99503-3600

Signature _____ Date _____

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.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI and the State of Alaska.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

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.⁴

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>.

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. 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.)

To challenge the accuracy or completeness of your State of Alaska criminal history records, go to the Division of Statewide Services, Department of Public Safety <https://dps.alaska.gov/Statewide/R-I/Background/Home> to request to correct criminal justice information.

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b).

⁴ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

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