LEADS Daily Bulletin

July 27, 2023

Applicant Fingerprinting - Required Notifications
Privacy Act Statement/Consent Form/Access and Review Procedures

At the state and federal levels, there are many layers of law and policy governing the use of criminal history information for background checks. The submission of applicant fingerprints for criminal justice employment as well as non-criminal justice licensing is controlled by several laws including but not limited to federal regulations Title 28 USC 534, Title 28 CFR 20, and Pub. L. 92-544. Those federal regulations also require that applicants be provided with specific notifications as part of the fingerprint submission process.

When your agency submits applicant fingerprints for criminal justice employment, you must ensure that: 1) all applicants are provided a written *FBI Privacy Act Statement*; and 2) all applicants are provided written notice of the procedures for accessing, reviewing, and amending their IL CHRI/FBI III criminal history record if any data on their record is incorrect (*Access and Review Procedures*). Both documents can be found on the LEADS Forms webpage at: https://isp.illinois.gov/LawEnforcement/Forms

If your agency has executed a Livescan Law Enforcement Concealed Carry License Memorandum of Understanding (MOU) with the Illinois State Police Bureau of Identification, a *Fingerprint Submission Consent and Notification Form* is also required for this transaction. Agencies are to ensure the forms are signed and processed for **each** submission. If your agency has any questions about these forms, you may direct those questions to the ISP.BOI.CustomerSupport@illinois.gov

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date