

## **FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

### **NOTICE FOR APPLICANTS SUBMITTING FINGERPRINTS WHERE CRIMINAL RECORD RESULTS WILL BE USED FOR LICENSING PURPOSES**

#### **NOTICE OF:**

- **USE AND PRIVACY POLICY**
- **RIGHT TO CHALLENGE AN INCORRECT CRIMINAL HISTORY RECORD**

This notice is to inform you that when you submit a set of fingerprints to the Florida Department of Law Enforcement for the purpose of conducting a search for any Florida and national criminal history records that may pertain to you, the results of that search will be returned to the Department of Business and Professional Regulation (Department).

By submitting fingerprints, you are authorizing the dissemination of any state and national criminal history record that may pertain to you to the Department. Your social security number is needed to keep records accurate because other people may have the same name and birth date.

The Department is authorized to release a copy of the state and national criminal record information to a person who requests a copy of his or her own record if the identification of the record was based on submission of that person's fingerprints. Therefore, if you wish to review your record, you may request that the Department provide you with a copy. If you believe that the criminal history record is incomplete or inaccurate, you may conduct a personal review as provided in Section 943.056, Florida Statutes, and Rule 11C-8.001, Florida Administrative Code. If national information is believed to be in error, the Federal Bureau of Investigation (FBI) may be contacted at (304) 625-2000. Pursuant to 28 CFR 16.30-16.34, national criminal history records that may pertain to you may be obtained from the FBI. You have the right to complete or challenge the accuracy of the information in the criminal history record before a final decision is made about your license application.

**The FBI's Privacy Statement follows on a separate page and contains additional information. By continuing with your application, you acknowledge receipt of the privacy statement and the disclosures on this page.**

## 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. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**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.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).