

## Instructions for Obtaining a Background Check

We are so grateful to our families for supporting Channing Hall's safety and security efforts. Keeping students and staff safe is at the forefront of everything we do. As part of that effort, and to comply with state law, we require volunteer background checks for adults who have unsupervised time with students, particularly during field trips.

Any volunteer who will be attending field trips with our students must undergo a regional-level background check, which includes fingerprinting. This is a more comprehensive background check than we have used in the past and provides not only a look at past records, but also ongoing monitoring. The one-time cost is \$15-\$25, depending upon where you have your fingerprints taken. The background check will be good for a lifetime and can be transferred to other schools.

Please do your fingerprinting two weeks in advance of the field trip to ensure adequate time for processing.

Here are the steps to follow:

1. Print out and sign our background check authorization form. (see next page)
2. Take the form and your ID to an approved fingerprinting agency
3. Pay the fee
4. Let your teacher and the front desk know that you have completed the check

<b>Fingerprinting Agency</b>	<b>Address</b>	<b>Hours</b>	<b>Fee</b>
Bureau of Criminal Identification	3888 W 5400 S, West Valley	M-F, 8-5	\$15
Canyons School District	9361 S 300 E, Sandy	M-F, 8-4:30	\$20
Jordan School District	7387 S Campus View Drive, West Jordan	M-F, 7:30-4:30	\$25

If you have had your fingerprints taken for another school, you may request that the records be transferred to Channing Hall.

Questions? Contact your teacher, the front desk, or our business manager.

## Utah Consent to Background Check

Channing Hall -- B2537 (employee)/B2538 (volunteer)

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

DOB \_\_\_\_\_

(Above information verified by valid identification document before background check request per Section 1028 of Title 18, United States Code)

I, \_\_\_\_\_, understand that my personal information including name, DOB, Social Security Number, and fingerprints will be used for the purpose of conducting a criminal history records search through any applicable state and federal databases. This information will be used by Channing Hall to determine my eligibility for employment and/or volunteering privileges in accordance to Utah Public Law 53G-11-403.

My personal information and fingerprints may be retained for ongoing monitoring and comparison against future submissions to state, regional or federal databases and latent fingerprint inquiries. Channing Hall will establish procedures to ensure removal of my fingerprints from applicable state and federal databases in a timely manner when I am no longer under their purview.

I understand that I may request to review any results of this inquiry and understand that UCA 53-10-108 does not allow Channing Hall to provide a copy of those results to me. Before a determination is made, I understand that I will be afforded a reasonable amount of time to challenge the completeness and accuracy of the record through the procedures established by Channing Hall as well as contacting the Utah Bureau of Criminal Identification, the relevant state identification bureau that is associated with any results outside of Utah, or the Federal Bureau of Investigation (Nationwide Criminal History Response Information). Until the completion of the background check, I understand I may be denied unsupervised access to children.

I have had the opportunity to read the attached Privacy Statement and understand my rights according to this statement.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **FBI 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 system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

## Self-Disclosure

Date of Arrest \_\_\_\_\_

Arresting Agency \_\_\_\_\_

Charges \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Court of Appearance \_\_\_\_\_

Conviction Disposition \_\_\_\_\_

\_\_\_\_\_

Sentencing and Probation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Challenge Procedures

### **State of Utah:**

The Utah Bureau of Criminal Identification is responsible for all arrest and conviction data for the State of Utah. BCI does not have the authority to modify any records from other state or federal databases. In the event that there is incorrect or missing Utah Criminal Data, please be prepared to provide certified copies from any arresting agency or court of appearance. To challenge State of Utah criminal arrests and disposition data please complete the required application and submit to the Utah Bureau of Criminal Identification. Instructions and applications are located at the following web address:

<https://bci.utah.gov/wp-content/uploads/sites/15/2017/08/ROA-8-24-2017.pdf>

### **FBI:**

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

### Challenge of an Identity History Summary

The FBI is responsible for the storage of fingerprints and related Identity History Summary information for the nation and does not have the authority to modify any Identity History Summary information unless specifically notified to do so by the agency that owns the information. If you believe your Identity

History Summary contains inaccurate or incomplete information, you have two options for requesting a change or correction:

Option 1: Contact the agency or agencies that submitted the information to the FBI. Missing or Incorrect State (Non-Federal) Information Most states require that changes to Identity History Summary information be processed through their respective state centralized agency (State Identification Bureau) before any changes can be made to your information. You may contact the respective State Identification Bureau for assistance, and, if applicable, request that they provide the FBI with updates to your Identity History Summary. Contact information for each state is provided on the State Identification Bureau listing. Several states maintain their own record system. Record updates are made at the state level only, so the FBI cannot change its records. Instead, the FBI accesses the state's system for authorized purposes to review the record. Contact information for states maintaining records at the state level is provided on the State-Maintained Records listing. Missing or Incorrect Federal Information For federal Identity History Summary updates, the FBI must receive a request directly from the original arresting agency, from a court with control over the arrest data, or from another agency with control over the arrest data.

Option 2: Send a written challenge request to the FBI. Your written request should clearly identify the information that you feel is inaccurate or incomplete and should include copies of any available proof or supporting documentation to support your claim. For example, if your disposition information is incorrect or missing, you may submit documentation obtained from the court having control over the arrest or the office prosecuting the offense. The FBI will contact appropriate agencies in an attempt to verify or correct challenged entries for you. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify you of the outcome. You may submit an Identity History Summary challenge to the FBI by writing to the following address:

FBI CJIS Division  
Attention: Criminal History Analysis Team 1  
1000 Custer Hollow Road  
Clarksburg, WV 26306