



Pursuant to Executive Law 845-b, a Provider seeking to hire an individual who will have regular and substantial, unsupervised and unrestricted contact with service recipients must advise the Applicant of the right and procedures necessary to obtain, review and seek correction of his or her criminal history information.

The NYS Division of Criminal Justice Services (DCJS) allows an individual, or an individual's attorney who has been authorized in writing, to obtain either a copy of all criminal history information maintained on file at DCJS pertaining to that individual, or a response indicating that there is no criminal history information on file. The individual may also challenge the accuracy of the information through procedures established by DCJS. To obtain further information on the criminal history review process, please visit the DCJS website:

<http://www.criminaljustice.ny.gov/ojis/recordreview.htm>

This section outlines the process for a prospective applicant to request a copy of NYS criminal history maintained by DCJS.

1. Contact MorphoTrust USA by visiting its website at <http://www.identogo.com/> or calling 1-877-472-6915 (toll free number) to schedule an appointment for fingerprinting.
2. The "Request for MorphoTrust USA Fingerprinting Services - NYS Division of Criminal Justice Services Record Review Program" form describes the information that will be requested when you schedule the appointment.
3. In completing registration information for the record review, please note - you must provide one of the following service codes either online, or by phone: **15464Z** for a suppressed record, or **15465F** for an unsuppressed record (to obtain information on the difference between suppressed and unsuppressed records, please visit the DCJS website at www.criminaljustice.ny.gov/ojis/recordreview). You may request that your response be sent to your attorney rather than yourself.
4. When you arrive for your fingerprinting appointment, you must:
 - a. Provide two forms of identification (information on acceptable forms are available on the MorphoTrust website or from the MorphoTrust USA Call Center); AND

The United States Department of Justice Order 556-73 establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own Record for review. Only the subject of the identification record can request a copy of his own FBI Identification Record for personal review or to challenge the information on the Record. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

This section outlines the process for a prospective applicant to request a copy of their **FBI Identification Record** for personal review or to challenge information on the Record.

Requests for review of an FBI Identification Record must be mailed on signed cover letters provided by the FBI along with proof of identify (set of fingerprints) and payment to:

FBI CJIS Division - Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306.

To obtain all necessary information regarding these requests, visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

Challenging Information contained on an FBI Identification Record, often referred to as a Criminal History Record or Rap Sheet, is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, federal employment, naturalization, or military service. If the fingerprints are related to an arrest, the Identification Record includes name of the agency that submitted the fingerprints to the FBI, the date of arrest, the arrest charge, and the disposition of the arrest, if known to the FBI. An individual may challenge the information contained in the FBI Identification Record by contacting the original agency that submitted the information to the FBI or the state central repository in the state in which the arrest occurred. These agencies will be able to furnish the guidelines for correction of the Record. The FBI is not authorized to modify the Record without written notification from the appropriate criminal justice agency.