

# Fingerprint Privacy Statement and Challenge Rights Notice

You will have the opportunity to complete, or challenge the accuracy of, the information contained in the FBI or DOJ identification record. We will not deny employment based on the information in the record until you have received a copy of the record, and had a reasonable time to correct or complete the information, or have declined to do so.

If you wish to challenge information from your FBI or DOJ identification record, you should write to our HR director to inform them that you are doing so. Once you know the result of your challenge, you should share it immediately with our HR director.

If you wish to challenge our preliminary determination that your conviction is substantially related to the position applied for, you should write or email the HR director as outlined below.

## 1. Challenging inaccurate information from the FBI:

Option 1: Contact the agency or agencies that submitted the information to the FBI

### **Missing or Incorrect State (Non-Federal) Information**

You should contact the respective State Identification Bureau to request that they provide the FBI with updates to your Identity History Summary, or correct their own record system at the state level so that the FBI records are properly updated. Contact information for state identification bureaus is provided at <https://www.fbi.gov/services/cjis/identity-history-summary-checks/state-identification-bureau-listing>.

Contact information for states maintaining records at the state level is provided at <https://www.fbi.gov/services/cjis/identity-history-summary-checks/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: Electronically submit a challenge request directly to the FBI

**Step 1:** Go to <https://www.edo.cjis.gov>.

**Step 2:** Follow the steps under the “Challenging Your Identity History Summary” section. If a challenge request is submitted electronically directly to the FBI, a response will be received electronically and with an option to receive a response by First-Class Mail via the U.S. Postal Service.

Option 3: Send a written challenge request to the FBI

An Identity History Summary challenge may be submitted to the FBI by writing to the following address:

**FBI CJIS Division  
ATTN: Criminal History Analysis Team 1  
1000 Custer Hollow Rd  
Clarksburg WV 26306**

The written request should clearly identify the information that is inaccurate or incomplete and should include copies of any available proof or supporting documentation to support that claim. The FBI will contact appropriate agencies in an attempt to verify or correct challenged entries. Upon receipt of an official communication from the agency with control over the data, the FBI will make appropriate changes and notify the candidate of the outcome.

## **2. Challenging inaccurate WI DOJ Information**

You may challenge inaccurate information provided by DOJ on a Wisconsin Criminal History Records Report, by submitting Form DJ-LE-247, provided at <https://www.doj.state.wi.us/dles/cib/cib-forms>, to the DOJ Crime Information Bureau. Submission instructions are included on the form.

## **3. Challenging DOR preliminary determination**

You may challenge a Bureau of Human Resources suitability determination, by submitting a written reconsideration request to our Human Resources Director within ten business days of the adverse suitability determination. You should submit documentation supporting his or her request, such as a DOJ clearance letter. The Human Resources Director will issue a written decision granting or denying the reconsideration request.

## **PRIVACY ACT STATEMENT**

The FBI's acquisition, retention, and sharing of information submitted on your fingerprint form is generally authorized under 28 USC 534, 28 CFR 16.30-16.34, and secs. 230.06(1)(o) and (1m) and §§565.02(1)(c) and (2)(d), Wis. Stats. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of identity history identification records, which the WI DOR will use for background check purposes. Providing your fingerprints and the requested information is voluntary; however, failure to provide the information will make you ineligible for employment or to provide services for the WI DOR. The information reported on this form may be disclosed by WI DOR to the WI DOJ and the FBI pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses. WI DOR and WI DOJ will not retain your fingerprints, but the FBI may retain the submitted information in the FBI's permanent collection of fingerprints and related information, where it will be subject to comparisons against other submissions received by the FBI.

**FBI Record:** This record is subject to the following use and dissemination restrictions:

- The fingerprints you submit to us will be used to check the criminal history records of the FBI.
- Identification Records obtained from the FBI may be used solely for the purpose requested and may not be shared outside of our department or other authorized entity.