NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- **You must be provided written notification[1] that your fingerprints will be used to check the criminal history records of the FBI.**
- **If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.**
- **The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.[2]**

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.[3]

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at http://www.fbi.gov/about-us/cjis/background-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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[1] Written notification includes electronic notification, but excludes oral notification.
[2] See 28 CFR 50.12(b).
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DIVISION OF CRIMINAL INVESTIGATIONS
208 SOUTH COLLEGE DRIVE
CHEYENNE, WY 82002
307-777-7523

Agency	Fee	
Total	$39.00	COMPELTED FINGER PRINT CARDS ARE TO BE SEND DIRECTLY TO THE DIVISION OF CRIMINAL INVESTIGATIONS AT THE ABOVE ADDRESS
DCI Fee for fingerprinting in their office	$5.00	When fingerprinting is conducted at the Cheyenne Department of Criminal Investigation Office, an appointment must be made. **Walk-ins will not be accepted**.

BACKGROUND CHECK INSTRUCTIONS-**PLEASE READ CAREFULLY**

Wyoming criminal history record information may be available for non-criminal justice proposes to Wyoming §7-19-106 (k). Upon request for background check information as outlined in the following procedures, the Division will respond with a form letter indicating no record or previous record with attached arrest information, to the locations indicated on a waiver form. The following procedures have been compiled to assist individuals and agencies in submitting non-criminal justice request for criminal history information and must be closely followed. Failure to do so **WILL** delay all processing of the request.

1. **The individual must be fingerprinted on the standard FBI 8x8 blue applicant fingerprint card provided by the Division or any law enforcement agency.**

2. Ensure the following are completed: name; date of birth; social security number; place of birth (state or country); current country of citizenship; physical identifiers (eye/hair color, height, weight, sex and race). ***Cards may be rejected if not properly completed.***

3. Ensure the card is **legible**. Information that cannot be read will be returned.

4. Use the full name of the company/agency (no acronyms).

5. **List the Wyoming Office of EMS's address in the EMPLOYER NAME AND ADDRESS section of the fingerprint card: *EMS, 6101 Yellowstone Road, Suite 400, Cheyenne, WY 82002*. Provide your own contact phone number for questions. DO NOT MAIL FINGERPRINTS TO THE OFFICE OF EMS. Please refer to the blue box at the top of this page for instructions on where to mail fingerprints.**

6. Submit the completed fingerprint card and the $39.00 processing fee in the form of a **certified check** or **money order** made out to the ***Office of the Attorney General*** to the **Division of Criminal Investigations at the address on the letter head.** ***Cash will be accepted at the Department of Criminal Investigation, but only in the exact amount.***

Payments NOT accepted: ***Personal Checks***
Cash by mail

Note: Submission of fingerprint cards which are incomplete or contain illegible fingerprint impressions will be REJECTED by the Division resulting in the return of the fingerprint contributor.

DO NOT FOLD FINGERPRINT CARDS

SEE REVERSE SIDE FOR DESCRIPTIVE CODES

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FBI CODES

EYE COLOR

COLOR	CODE	COLOR	CODE
Black	**BLK**	**Blue**	**BLU**
Brown	**BRO**	**Gray**	**GRY**
Green	**GRN**	**Hazel**	**HZL**
Maroon	**MAR**	**Multicolored**	**MUL**
Pink	**PNK**	**Unknown**	**XXX**

HAIR COLOR

COLOR	CODE	COLOR	CODE
Bald	**BLD**	**Purple**	**PLE**
Black	**BLK**	**Red/Auburn**	**RED**
Blond/Strawberry	**BLN**	**Sandy**	**SOY**
Blue	**BLU**	**White**	**WHI**
Brown	**BRO**	**Unknown/completely bald**	**XXX**
Green	**GRN**	**Orange**	**ONG**
Pink	**PNK**		

RACE CODE

CODE	RACE
I	American Indian or Alaskan Native; a person having origins in any of the original peoples of the Americas and maintaining cultural identification through tribal affiliations or community recognition.
A	Asian or Pacific Islander; A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent or the Pacific Islands.
B	Black; a person having origins in any of the black racial groups of Africa.
W	White; a person having origins in any of the original peoples of Europe, North Africa, or Middle East
U	Unknown
	Records for Hispanic should be entered with the race code most closely representing the individual.

CITIZENSHIP

Resident Alien	RA (include number)
United States	US
Other Countries	Write out the country; Canadian, Australian, Mexico, etc.
Place of Birth (POB)	Must show the appropriate 2-letter State/Country code
Nebraska	**Two letter state code is NB, no NE**