



**NON-CRIMINAL JUSTICE APPLICANT PRIVACY STATEMENT**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a non-criminal justice purpose you have certain rights which are described below.

Your fingerprints will be used to check the criminal history records of the State of Colorado and the FBI, and those records will be used solely for the purpose requested and will not be disseminated outside the receiving department, related agency or other authorized entity.

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.

- Procedures for obtaining a change, correction, or updating of your criminal history record are set forth in 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 being denied the job, license, or other benefit based on information in the criminal history record.

The fingerprints and information reported from this request may be disclosed pursuant to your consent, and will also be disclosed by the FBI without your consent as permitted by the Federal Privacy Act of 1974 (5 USC 552a(h)). Routine uses include, but are not limited to, disclosures to appropriate governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security or public safety matters to which the information may be relevant; to State and local governmental agencies and nongovernmental entities or application processing as authorized by Federal and State legislation, executive order, or regulation, including employment, security, licensing, and adoption checks. The City and County of Denver may only release arrest records for arrests made by the Denver Police Department. All other records must be obtained from the Colorado Bureau of Investigation or the Federal Bureau of Investigation.

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 at the same website address as provided above. 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 16.30-16.34)

If a change, correction or update needs to be made to a Colorado criminal history record, that process information is available on the Colorado Bureau of Investigation website. <https://www.colorado.gov/pacific/cbi/identity-theft-and-mis-identification>

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background checks used by the agency for non-criminal justice purposes.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant Date

Police Department/Department of Public Safety  
1331 Cherokee St, Rm 420 | Denver, CO 80204  
[www.denvergov.org/police](http://www.denvergov.org/police)  
p. 720-913-6755 | f. 720-913-7043

