

The Noncriminal Justice Applicant's Privacy Rights Form

Instructions:

This form must be filled out, printed, signed (**a handwritten signature is required**), scanned, and then uploaded into the appropriate section of your teacher education application or background check form.

There are 41 scanners in the Walker Library. One scanner is located on the first floor in the Research Commons, and 40 are located on the second floor. Second floor scanners are located in the Makerspace Mac Mab and in the adjacent computing area. Twenty-five of the scanners are attached to the specialized Makerspace workstations that are intended primarily for digital projects. The remainder of the scanners are at the general workstations to the south of the service desk

There are also free apps you can use on your mobile device. We recommend [Adobe Scan](#) or [CamScanner](#).



Noncriminal Justice Applicant’s Privacy Rights
Middle Tennessee State University Teacher Education Program

Print Name: _____ Mnumber: _____

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 employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- ✓ You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
✓ You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information.
✓ If you have a criminal history record, the officials making a determination of your suitability for the employment, 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 update 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 employment, license, or other benefit based on information in the criminal history record. [3]

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.

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 https://www.fbi.gov/services/cjis/identity-history-summary-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.)

Payment of any reasonable costs incurred by the Tennessee Bureau of investigation in conducting fingerprinting and background investigation is the responsibility of the student.

By signing this I also authorize the release of all investigative records to the institution of higher learning (Middle Tennessee State University College of Education) resulting from a fingerprinting sample and a criminal history background check conducted by the TBI and FBI. I understand that this information may be used by Middle Tennessee State University to verify the accuracy of my application, and may furthermore be grounds for denying admission to the Teacher Education Program for which I have applied. Additionally, I authorize the institution to use the current qualified Tennessee licensed private investigation company to retain the necessary information needed. Lastly, I understand that copies of the criminal history records information will not be shared outside of the College of Education; however, I authorize and understand that a notice of a passing or not passing background check will be sent to the school system once I begin my clinical placement.

Signature: _____ Date: _____