



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES**  
**AND PUBLIC PROTECTION**  
**DIVISION OF STATE POLICE**  
**STATE POLICE BUREAU OF IDENTIFICATION**



**CRIMINAL HISTORY RECORD REQUEST FORM**  
**DEPARTMENT OF TRANSPORTATION**

**TYPE OF SEARCH REQUIRED (Please Check Appropriate Box):**

<input type="checkbox"/> <b>LIVERY</b> <input type="checkbox"/> <b>HHG</b> <input type="checkbox"/> <b>BUS</b>	<input type="checkbox"/> <b>TAXI</b>
<b>FINGERPRINT \$15.00*</b> <b>STATE CHECK \$50.00</b> <b>FBI CHECK – NOT REQUIRED</b>	<b>FINGERPRINT \$15.00*</b> <b>STATE CHECK \$50.00</b> <b>FBI CHECK \$14.75†</b>
<small>*IF OBTAINED FROM A STATE POLICE LOCATION  <b>SPBI WILL RETAIN FINGERPRINTS, PAYMENT AND PAPERWORK; RESULTS WILL BE FORWARDED TO DOT.</b></small>	<small>*IF OBTAINED FROM A STATE POLICE LOCATION          †AFTER 10/1/16 THE PRICE IS \$12.00  <b>SPBI WILL RETAIN FINGERPRINTS, PAYMENT AND PAPERWORK; RESULTS WILL BE FORWARDED TO DOT.</b></small>

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Subject's Last Name                      First                                      Middle                                      Date of Birth

\_\_\_\_\_  
 List any alias or maiden names and dates of births used

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City                                      State                                      ZIP                                      Phone Number

1. Print full name and date of birth, maiden or alias names for each subject requested.
2. Submit separate check(s) or money order(s) payable to: **"Treasurer, State of Connecticut"** for services indicated above.
3. Results will be forwarded to: DOT, Regulatory & Compliance Unit 7072, 2800 Berlin Turnpike, Newington, CT 06111

**The result of this search is based on fingerprint card submission and contains State of Connecticut criminal history record information ONLY. Criminal history record information may change daily due to erasures, corrections, pardons and other modifications. The State Police Bureau of Identification does not guarantee the accuracy of the information except with respect to the date the information was obtained and disclosed.**

**A COPY OR FACSIMILE OF THIS FORM CAN BE USED**

**Bring this form to:**

SPBI 860-685-8480; Fingerprint 860-685-8270  
 1111 Country Club Road  
 Middletown, CT 06457-2389

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[www.ct.gov/despp](http://www.ct.gov/despp)

## 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<sup>3</sup> by \_\_\_\_\_ 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.<sup>4</sup>
- 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.<sup>5</sup>
- 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 at the same 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 through 16.34.)
- If you need additional information or assistance, please contact:

<p><b>Connecticut Records:</b> <b>Department of Emergency Services and Public Protection</b> <b>State Police Bureau of Identification (SPBI)</b> 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p><b>Out-of-State Records:</b> <b>Agency of Record</b> <b>OR</b> <b>FBI CJIS Division-Summary Request</b> 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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<sup>3</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>4</sup> See 28 CFR 50.12(b).

<sup>5</sup> 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).

Federal Bureau of Investigation  
United States Department of Justice  
Privacy Act Statement

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).