

## APPLICANT'S RIGHTS

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*Code of Federal Regulations* § 16.32 – 34 of Title 28, outlines procedures for: (1) obtaining a copy of your FBI criminal history background check report; and (2) challenging its accuracy and completeness. If you are seeking employment at a facility that provides residential services for children, you are entitled to obtain a prompt determination about the validity of your challenge before final determination is made about your eligibility for employment.

If you are denied employment because of information contained in your FBI criminal history background check report **and** you wish to challenge the accuracy of the report, you must send a notarized request for a copy of the report to the Central Criminal Records Exchange (CCRE) or directly to the Assistant Director of the FBI Identification Division, Attn: Special Correspondence Unit, 1000 Custer Hollow Road, Clarksburg, West Virginia 26306. The request must specifically state that the only reason you desire the report is to challenge its accuracy. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. (If you have been permitted to provide services pending the provider's receipt of criminal history record information about you, the provider may suspend you, while a final determination is made about your fitness for employment.)

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Applicant Signature

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Date

**\*NOTE: Providers - Please do not send to DBHDS, only retain for your records.**