

MISSOURI GAMING COMMISSION



OCCUPATIONAL LEVEL II-SWC LICENSE APPLICATION

Note: The Commission, notwithstanding the provisions of section 610.110, RSMo., has access to both closed and open records pursuant to section 313.004, RSMo. Please answer all questions fully and thoroughly.

APPLICATION INSTRUCTIONS

THIS APPLICATION MUST BE SUBMITTED BY PERSONS SEEKING AN OCCUPATIONAL LEVEL II-SWC LICENSE.

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.

I. COMPLETING THIS APPLICATION:

- a. You must make accurate statements and include all material facts. Any misrepresentation or the failure to provide requested information may result in the denial of your application.
- b. Any statement that is not true or not disclosed which becomes known at any later date is cause for revocation of your license. Notwithstanding the provisions under 610.110, RSMo, the Commission has access to both open and closed records as provided under 313.004, RSMo. Please be thorough and complete in your responses to these questions.
- c. Prohibited acts, penalties--commission to refer violations to attorney general and prosecuting attorney-- venue for actions.

313.830.4. A person commits a class E felony and, in addition, shall be barred for life from excursion gambling boats under the jurisdiction of the commission, if the person:

(15) Knowingly makes a false statement of any material fact to the commission, its agents or employees.

- d. Read each question carefully prior to answering. Answer every question completely. If a question does not apply to you, put N/A. If there is nothing to disclose in response to a particular question, indicate "None" in response to that question. Failure to provide a response to every question could result in the rejection of your application.
- e. All entries on this application, except signatures, must be typed or printed legibly. If your application is not legible, it will not be accepted.
- f. If the space available is insufficient to respond to a question, you are to supply the required information on an attachment page and clearly identify which question you are answering.
- g. If you make any modification to the pre-printed questions or information contained in this application, it will be rejected. Once your application is accepted, it becomes the property of the Missouri Gaming Commission and will not be returned.

IMPORTANT NOTICES

Persons submitting this application are required to be fingerprinted. You will be informed as to where you will be fingerprinted when you file this application.

You may be required to provide additional information or submit additional forms.

You must immediately notify the Missouri Gaming Commission of any changes in the information submitted in this application and related materials.

II. BE SURE TO:

- a. Sign the Individual's Request to Release Information in the presence of a notary public, justice of the peace, commissioner for declarations, or other person legally authorized to notarize your signature.
- b. Bring your valid driver's license or other valid government-issued photo ID.
- c. Bring your Missouri Gaming Commission badge, if you have been issued one.

III. BEFORE YOU SUBMIT THIS APPLICATION TO THE MISSOURI GAMING COMMISSION BE SURE:

- a. You have reviewed the Missouri Gaming Commission's filing instructions.
- b. You have included all required attachments listed in this application.
- c. The Individual's Request to Release Information form is notarized on the original application.
- d. Every question has been answered completely.
- e. You retain a completed copy of your application packet for your own records.

IV. ATTACH A COPY OF:

- a. Your valid driver's license or other valid government-issued photo ID.
- b. Department of Homeland Security documents authorizing legal presence in the United States, if not a citizen.
- c. Your naturalization certificate, if you are a naturalized citizen.



**STATE OF MISSOURI
MISSOURI GAMING COMMISSION
APPLICANT ENTRY DATA**

| | | | | |
|---|---|--|--|---|
| APPLICATION NO. | MGC LICENSE NO. (IF APPLICABLE) | SOCIAL SECURITY NO. | DATE OF BIRTH | AGE |
| Casino / Supplier | | | | |
| Company Name: | | | | |
| Sports Wagering Operator / SW Supplier | | | | |
| Company Name and Location: | | | | |
| NAME | | | | |
| LAST NAME | | FIRST NAME | MIDDLE NAME | |
| OTHER NAMES USED [E.G., MAIDEN NAME, ALL PREVIOUS MARRIED NAMES, ALIASES, AKA (ALSO KNOWN AS)] | | | | |
| ADDRESS | | | | |
| ENTER APPLICANT'S HOME ADDRESS, INCLUDING HOME AND MOBILE PHONE INFORMATION | | | | |
| STREET ADDRESS, SUITE NO., ETC. | | | | |
| PO BOX | | | HOME PHONE: | |
| CITY: | STATE: | ZIP CODE: | MOBILE PHONE: | |
| PLACE OF BIRTH: | COUNTRY OF CITIZENSHIP: | | EMAIL ADDRESS: | |
| ETHNIC ORIGIN | | | | |
| <input type="checkbox"/> African <input type="checkbox"/> African-American <input type="checkbox"/> Alaska Native <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Caucasian <input type="checkbox"/> East Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Middle Eastern <input type="checkbox"/> Pacific Islander <input type="checkbox"/> Other | | | | |
| GENDER: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> | | HEIGHT: ft. in. | WEIGHT: Pounds | |
| HAIR | | | | |
| <input type="checkbox"/> Auburn | <input type="checkbox"/> Bald | <input type="checkbox"/> Black | <input type="checkbox"/> Blonde | <input type="checkbox"/> Brown |
| <input type="checkbox"/> Red | <input type="checkbox"/> Salt/Pepper | <input type="checkbox"/> Sandy | <input type="checkbox"/> Strawberry | <input type="checkbox"/> White |
| EYES | | | | |
| <input type="checkbox"/> Black | <input type="checkbox"/> Blue | <input type="checkbox"/> Brown | <input type="checkbox"/> Gray | <input type="checkbox"/> Green |
| <input type="checkbox"/> Maroon | <input type="checkbox"/> Pink | <input type="checkbox"/> Other | | |
| WORK DEPARTMENT TO BE COMPLETED BY HUMAN RESOURCES | | | | |
| <input type="checkbox"/> Casino Host | <input type="checkbox"/> Facilities | <input type="checkbox"/> Hard Count | <input type="checkbox"/> Management | <input type="checkbox"/> Purchasing Department |
| <input type="checkbox"/> Casino Operations | <input type="checkbox"/> Finance | <input type="checkbox"/> Hotel Sales | <input type="checkbox"/> Marine Operations | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Club | <input type="checkbox"/> Food & Beverage | <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Marketing | <input type="checkbox"/> Safety |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> General Management | <input type="checkbox"/> Human Resources | <input type="checkbox"/> MIS | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Count | <input type="checkbox"/> Gift Shop | <input type="checkbox"/> Information | <input type="checkbox"/> PBX | <input type="checkbox"/> Security |
| <input type="checkbox"/> EVS | <input type="checkbox"/> Gold Card | <input type="checkbox"/> Inventory Control | <input type="checkbox"/> Players Club | <input type="checkbox"/> Shuttle |
| <input type="checkbox"/> Executive | <input type="checkbox"/> Guest Services | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Property Operations | <input type="checkbox"/> Slots |
| <input type="checkbox"/> Soft Count | <input type="checkbox"/> Special Events | <input type="checkbox"/> Surveillance | <input type="checkbox"/> Table Games | <input type="checkbox"/> Ticketing |
| <input type="checkbox"/> Warehouse | <input type="checkbox"/> Training Development | <input type="checkbox"/> Wardrobe | | |
| JOB TITLE | | | | |
| <input type="checkbox"/> BLU Solid Blue (non-gaming) | | <input type="checkbox"/> DIA Red Diagonal Stripes (gaming) | | <input type="checkbox"/> GRE Solid Green (surveillance) |
| <input checked="" type="checkbox"/> HOR Red Horizontal Stripes (non-gaming) | | <input type="checkbox"/> RED Solid Red (security and guest safety) | | <input type="checkbox"/> WHI Solid White (non-casino) |
| <input type="checkbox"/> OR Solid Orange (sports wagering) | | | | |



STATE OF MISSOURI
MISSOURI GAMING COMMISSION
APPLICANT ENTRY DATA

1. DO YOU HOLD OR HAVE YOU EVER HELD A GAMING OR SPORTS WAGERING LICENSE IN ANY JURISDICTION?

If "YES" list jurisdiction(s) and note if active or inactive

☐

YES

☐

NO

2. IN THE LAST 30 DAYS, HAVE YOU APPLIED FOR A LICENSE AT ANOTHER SPORTS WAGERING OPERATOR OR CASINO IN MISSOURI?

If "YES" list casino(s) and sports wagering operator(s)

☐

YES

☐

NO

3. HAS YOUR LICENSE EVER BEEN DENIED OR REVOKED IN ANY OTHER JURISDICTION?

If "YES" list jurisdiction(s)

☐

YES

☐

NO

4. ARE YOU ON THE DISASSOCIATED PERSON (DAP) VOLUNTARY EXCLUSION LIST OR THE SELF-EXCLUDED PERSONS (SEP) LIST?

☐

YES

☐

NO

5. WHAT IS YOUR PRIMARY LANGUAGE?

6. DO YOU HAVE ANY VISIBLE SCARS, TATTOOS, OR OTHER DISTINGUISHING MARKS AND/OR CHARACTERISTICS? IF SO, DESCRIBE.

CIVIL, CRIMINAL, AND INVESTIGATORY PROCEEDINGS

The next question asks about any arrests, charges, or offenses you have committed. Prior to answering this question, carefully review the definitions and instructions which follow.

DEFINITIONS: For purposes of this question:

- A. "Arrest" includes any detaining, holding, or taking into custody by any police or other law enforcement authorities to answer for the alleged performance of any "offense".
- B. "Charge" means any indictment, complaint, information, summons, ticket, or other notice of the alleged commission of any "offense".
- C. "Offense" means all felonies, crimes, misdemeanors, municipal ordinance violations, military court-martials, and violations of probation or other court order. An "offense" does not include traffic or parking violations, except for driving while revoked/suspended, alcohol/drug-related traffic violations, or leaving the scene of an accident.

INSTRUCTIONS: 1. Answer "YES" and provide all information to the best of your ability EVEN IF:

- A. You did not commit the offense charged;
- B. The charges were dismissed or subsequently downgraded to a lesser charge;
- C. You completed a Pretrial Intervention (PTI) or equivalent diversionary program in other jurisdictions;
- D. You were not convicted;
- E. You did not serve any time in prison or jail;
- F. The charges or offenses happened a long time ago (This does not include cases heard in Juvenile Court in their entirety);
- G. Any records relating to a charge, an arrest, or conviction have been expunged or otherwise officially sealed by a court or government agency;
- H. You have an SIS (Suspended Imposition of Sentence).
- I. Pursuant to 313.004, RSMo, the Missouri Gaming Commission has access to both open and closed records. When in doubt about disclosure of closed records, seek legal counsel.

IMPORTANT

Missouri Gaming Commission investigators will make inquiries to establish whether the applicant has had any involvement with law enforcement agencies.

Failure to disclose any such involvement will be taken into account in assessing your character, honesty, and integrity, and may result in denial of your application and/or criminal charges being filed against you.

Have you ever been arrested or given a ticket for driving while intoxicated or under the influence of alcohol or drugs, driving while license is under suspension or revocation, or leaving the scene of an accident? If yes, complete the following chart:

☐ Yes ☐ No

Have you ever been arrested for, detained for, charged with, indicted, convicted of, pleaded guilty or nolo contendere (no contest) to, or forfeited bail for any crime or offense in any federal, state, or local jurisdiction, including any findings or pleas in a suspended imposition of sentence?

If yes, complete the following chart:

☐ Yes ☐ No

| NATURE OF CHARGE OR OFFENSE/ LOCATION OF WHERE INCIDENT OCCURRED | DATE OF CHARGE OR OFFENSE | NAME AND ADDRESS OF LAW ENFORCEMENT AGENCY OR COURT INVOLVED | DISPOSITION (ENTERED GUILTY PLEA, RECEIVED SIS, PROBATION, DISMISSED, PENDING, ETC.) | SENTENCE |
|---|------------------------------|--|--|----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I have nothing else to disclose on these questions. _____ Applicant Signature

Military Service

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable?

Yes ☐ No ☐

If you answered yes, would you like to receive information and assistance regarding veterans benefits and services?

Yes ☐ No ☐

If you answered yes, may the Missouri Gaming Commission share your contact information with the Missouri Veterans Commission in order to provide you with information regarding available veterans benefits and services?

Yes ☐ No ☐

General information may also be found on the Missouri Veterans Commission's website.



Missouri Gaming Commission

NOTICE OF DUTY TO DISCLOSE ARRESTS AND CONVICTIONS

The Missouri Gaming Commission (Commission) has advised the following person (Applicant) of his or her duty to disclose all arrests and convictions when applying for a license:

Name: _____ SSN: _____

The Commission may deny a license to any Applicant who fails to disclose any arrest or conviction on his or her application for a license. This duty to disclose includes all arrests, which shall include any incidents in which the Applicant was detained, held, or taken into custody by law enforcement officials for questioning about an alleged criminal offense, regardless of whether or not the charges for which the Applicant was arrested were later dropped, dismissed, or nolle prosequi. This duty to disclose includes all convictions, including military court-martial convictions and any conviction in which the Applicant has been found guilty of, pleaded guilty to, pleaded nolo contendere to, or entered an Alford plea to a crime, as well as any conviction in which the Applicant received a Suspended Imposition of Sentence (SIS), regardless of whether or not the record of conviction is currently a closed or expunged record.

Failure by the Applicant to disclose any arrest or conviction may result in the DENIAL of the application for a license and/or the termination of any temporary license that may have been issued.

The following examples are intended to help the Applicant better understand his or her duty to disclose, but are not designed to include every situation in which an Applicant has a duty to disclose an arrest or conviction.

ANY APPLICANT WHO HAS QUESTIONS ABOUT OR DOES NOT FULLY UNDERSTAND HIS OR HER DUTY TO DISCLOSE ALL ARRESTS AND CONVICTIONS SHOULD NOT COMPLETE THE APPLICATION PROCESS UNTIL SUCH TIME AS THE APPLICANT FULLY UNDERSTANDS THIS DUTY TO DISCLOSE.

Example #1: The Applicant pleads guilty to a crime and receives an SIS and is placed on 2-years of probation. The Applicant successfully completes the probation period, and the Applicant's court records are closed. The Applicant must disclose this conviction to the Commission despite any advice the Applicant may have received from an attorney or judge to the contrary.

Example #2: The Applicant is arrested for a crime, but the charges are later dropped, dismissed, or nolle prosequi by the prosecutor. The Applicant must disclose this arrest to the Commission despite any advice the Applicant may have received from an attorney or judge to the contrary.

Example #3: The Applicant is arrested for or convicted of a crime in another state or jurisdiction. The Applicant must disclose this arrest or conviction to the Commission despite any advice the Applicant may have received from an attorney or judge to the contrary.

Example #4: The Applicant is handcuffed by police, taken to the police station, fingerprinted, and held for questioning, but later released without any charges being filed against them. The Applicant must report this interaction to the Commission despite any advice the Applicant may have received from an attorney or judge to the contrary.

Example #5: The Applicant is charged with, pleads guilty to, or is found guilty of any offense and is granted an expungement. The Applicant must disclose any expunged offenses as required per section 610.140.9, RSMo.

Example #6: The Applicant is arrested and convicted of a crime and sentenced to 2years in prison. The Applicant later receives a full pardon from the Governor. The Applicant must disclose this arrest and conviction to the Commission despite any advice the Applicant may have received from an attorney or judge to the contrary.

Acknowledgement of Understanding of Duty to Disclose: I freely acknowledge that I have read this application and fully understand my duty to disclose all arrests and convictions to the Commission.

Signature: _____ Date: _____

Acknowledgement of Receipt: The undersigned hereby certifies that the Applicant was provided adequate time in which to read and examine this form, that the Applicant indicated to the undersigned that he or she fully understood his or her duty to disclose all arrests and convictions to the Commission, and that the Applicant signed the foregoing in exercise of his or her own free will on this, the _____ day of _____, 20____.

MGC Signature

Printed Name

Title/Position

01/2025

VERIFICATION

I, _____, state as follows:

1. I am the applicant who is submitting this application.
2. I personally supplied the information contained in this application.
3. I read and understand the English language or I have had an interpreter read, explain, and record the answer to each and every question on this application.
4. Any document accompanying this application, which is not an original document, is a true copy of the original document.
5. I certify that the foregoing statements made by me are true, complete, and accurate to the best of my knowledge. I am aware that if any of the foregoing statements made by me are knowingly false, I am subject to criminal charges.

(Applicant's Signature)

INDIVIDUAL'S REQUEST TO RELEASE INFORMATION

To: _____

From: _____
(Applicant's Name)

1. I hereby authorize and request all persons or entities to whom this request is presented having information relating to or concerning me to furnish such information to a duly appointed agent of the Missouri Gaming Commission or Missouri State Highway Patrol, whether or not such information would otherwise be protected from disclosure by any constitutional, statutory, or other legal privilege.
2. I hereby authorize and request all persons or entities to whom this request is presented having documents relating to or concerning me to permit a duly appointed agent of the Missouri Gaming Commission or Missouri State Highway Patrol, to review and copy any such documents, whether or not such documents would otherwise be protected from disclosure by any constitutional, statutory, or other legal privilege.
3. If the person or entity to whom this request is presented is a brokerage firm, bank, savings and loan, or other financial institution or an officer of same, I hereby authorize and request that a duly appointed agent of the Missouri Gaming Commission or Missouri State Highway Patrol, shall be permitted to review and obtain copies of any and all documents, records, or correspondence pertaining to me, including, but not limited to, past loan information, notes cosigned by me, checking account records, savings deposit records, safe deposit box records, passbook records, and general ledger folio sheets.
4. I hereby authorize disclosure of all financial records pertaining to my relationship with any financial institution pursuant to the Missouri Right to Financial Privacy Act, sections 408.675 to 408.700, RSMo, for twenty-four (24) months from the date of execution or at the termination of all licenses issued to me by the Missouri Gaming Commission, whichever occurs later. I understand that I may revoke this authorization at any time before the financial records are disclosed. I authorize disclosure of the financial records identified above to the Missouri State Highway Patrol and /or Missouri Gaming Commission for the purpose of evaluating my application for a gaming license, and acknowledge that said agencies have complied with and afforded all applicable rights under Sections 408.675 to 408.700, RSMo
5. I do hereby make, constitute and appoint any duly appointed agent of the Missouri Gaming Commission or Missouri State Highway Patrol, my true and lawful attorney-in-fact, for me in my name, place, stead, and on my behalf and for my use and benefit:
 - (a) To request, review, copy, sign for, or otherwise act for investigative purposes with respect to documents and information in the possession of the person or entity to whom this request is presented as I might;
 - (b) To name the person or entity to whom this request is presented and insert that person's or entity's name in the appropriate location on this request; and
 - (c) To place the name of the Missouri Gaming Commission or Missouri State Highway Patrol agent, presenting this request in the appropriate location on this request.
6. I grant to said attorney-in-fact full power and authority to do, take, and perform all and every act and thing whatsoever requisite, proper, or necessary to be done, in the exercise of any of the rights and powers herein granted, as fully to all intents and purposes as I might or could do if personally present, with full power of substitution or revocation, hereby ratifying and confirming all that said attorney-in-fact, or his/her substitute(s) shall lawfully do or cause to be done by virtue of this power of attorney and the rights and powers herein granted.
7. This power of attorney ends twenty-four (24) months from the date of execution or at the termination of all licenses issued to the me by the Missouri Gaming Commission, whichever occurs later.
8. I do, for myself, my heirs, executors, administrators, successors, and assigns, hereby release remise, and forever discharge the person or entity to whom this request is presented, and his/her/its agents and employees from any and all manner of actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which I ever had, now have, may have, or claim to have against the person or entity to whom this request is presented or his/her/its agents or employees arising out of or by reason of complying with this request.

9. I agree to indemnify and hold harmless the person or entity to whom this request is presented and his/her/its agents and employees from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.

10. A reproduction of this request by photocopy shall be for all intents and purposes as valid as the original.

IN WITNESS WHEREOF, I have executed this request at _____, _____
(City) (State)
on the _____ day of _____, 20____

(Applicant's Signature)

Subscribed and sworn to before me this _____ day of _____, 20____

(Notary Public)

(Notarial Seal)

My commission expires: _____

Notary Public in and for the County of _____

State of _____

Missouri Applicant Fingerprint Privacy Notice

The Missouri Applicant Fingerprint Privacy Notice includes three (3) parts:

1. The State and National Rap Back Privacy Notice
2. The Noncriminal Justice Applicant Privacy Rights
3. The Privacy Act Statement

State and Federal Rap Back Privacy Notice

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.540 RSMo. If the submitting agency participates in the State or State and National Rap Back Programs, fingerprint images will be submitted, searched, and retained for the purpose of being searched against future submissions to the State and National Rap Back Programs. Fingerprint searches will also include latent print searches.

The "Missouri Rap Back Program" and "National Rap Back Program" shall include any type of automatic notification made by the State of Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By signing the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

NAME (Please Print): _____

SIGNATURE: _____

DATE: _____

Spanish version to follow –

Aviso de privacidad de la huella digital del solicitante de Missouri

El Aviso de privacidad de la huella digital del solicitante de Missouri incluye tres (3) secciones.

1. El Estado y el Aviso de Privacidad Nacional de Rap Back
2. Los derechos de privacidad del solicitante de justicia no penal
3. La Declaración de la Ley de Privacidad

Aviso de privacidad estatal y federal de Rap Back

Se recomienda a los solicitantes que envíen sus imágenes de huellas dactilares al Repositorio Central para una verificación de antecedentes penales basada en huellas dactilares que sus imágenes de huellas dactilares se conservarán en las bases de datos biométricos estatales y federales, de conformidad con la Sección 43.540 RSMo. Si la agencia remitente participa en los Programas estatales o estatales y nacionales de devolución de respaldo, las imágenes de huellas dactilares se enviarán, buscarán y conservarán con el fin de realizar búsquedas en futuras presentaciones a los programas estatales y nacionales de Respuesta de retorno; Las búsquedas de huellas digitales también incluirán búsquedas de impresiones latentes.

El "Programa de Devolución Rápida de Missouri" y el "Programa Nacional de Respuesta Rápida" incluirán cualquier tipo de notificación automática realizada por el Estado de Missouri y / o la Oficina Federal de Investigaciones a través de la Patrulla de Carreteras del Estado de Missouri a una entidad calificada que indique que un solicitante que es empleado, licenciado o de otro modo bajo el ámbito de la entidad calificada ha sido arrestado por una ofensa criminal denunciada y las huellas dactilares para ese arresto fueron enviadas al Depósito Central o al Buró Federal de Investigaciones por la agencia de arresto.

Al firmar el Aviso de Privacidad de Huellas Digitales del Solicitante de Missouri, usted está aceptando que recibió y está de acuerdo con los términos del Aviso de Privacidad de Rap Back del Estado y Nacional, los Derechos de Privacidad del Solicitante de Justicia No Penal y la Declaración de la Ley de Privacidad.

Firma: _____ Fecha: _____

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 employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 FBI criminal history record.
- 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> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the FD-258fingerp.dnL.c.ard.

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 regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

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.

As of 03/30/2018

See the following page for Spanish translation

Declaración de la Ley de Privacidad

***Esta declaración de la ley de privacidad se encuentra al dorso del
FD-258 tarjeta de huellas digitales.***

Autoridad: La adquisición, preservación, e intercambio de huellas digitales e información relevante por el FBI es autorizada en general bajo la 28 U.S.C. 534. Dependiendo de la naturaleza de su solicitud, la autoridad incluye estatutos federales, estatutos estatales de acuerdo con la Pub. L. 92-544, Órdenes Ejecutivas Presidenciales, y reglamentos federales. El proveer sus huellas digitales e información relevante es voluntario; sin embargo, la falta de hacerlo podría afectar la terminación o aprobación de su solicitud.

Propósito Principal: Ciertas determinaciones, tal como empleo, licencias, y autorizaciones de seguridad, podrían depender de las investigaciones de antecedentes basados en huellas digitales. Se les podría proveer sus huellas digitales e información relevante/ biométrica a la agencia empleadora, investigadora, o responsable de alguna manera, y/o al FBI con el propósito de comparar sus huellas digitales con otras huellas digitales encontradas en el sistema Next Generation Identification (NGI) del FBI, o su sistema sucesor (incluyendo los depósitos de huellas digitales latentes, criminales, y civiles) u otros registros disponibles de la agencia empleadora, investigadora, o responsable de alguna manera. El FBI podría retener sus huellas digitales e información relevante/biométrica en el NGI después de terminar esta solicitud y, mientras las mantengan, sus huellas digitales podrían continuar siendo comparadas con otras huellas digitales presentadas a o mantenidas por el NGI.

Usos Rutinarios: Durante el procesamiento de esta solicitud y mientras que sus huellas digitales e información relevante/biométrica permanezcan en el NGI, se podría divulgar su información de acuerdo a su consentimiento, y se podría divulgar sin su consentimiento de acuerdo a lo permitido por la Ley de Privacidad de 1974 y todos los Usos Rutinarios aplicables según puedan ser publicados en el Registro Federal, incluyendo los Usos Rutinarios para el sistema NGI y los Usos Rutinarios Generales del FBI. Los usos rutinarios incluyen, pero no se limitan a divulgación a: agencias empleadoras gubernamentales y no gubernamentales autorizadas responsables por emplear, contratar, licenciar, autorizaciones de seguridad, y otras determinaciones de aptitud; agencias de la ley locales, estatales, tribales, o federales; agencias de justicia penal; y agencias responsables por la seguridad nacional o seguridad pública.

A partir de 30/03/2018