Montgomery College Authorization to Conduct Criminal Background Check

The position for which you are being considered requires a criminal background check as a condition of employment/engagement at Montgomery College. This criminal background check includes a review of any pending criminal charges or convictions. Maryland state law prevents employers from disqualifying individuals based on criminal history, unless the position for which the individual applied has job responsibilities that are substantially related to the individual's criminal history. Where the College uses a third party vendor to conduct a criminal background check, they will provide you with a summary of your rights under the Fair Credit Reporting Act.

In addition to a criminal background check, there are certain positions at Montgomery College that may require you to submit your fingerprints. Fingerprints you submit will be used to check the criminal history records of the Federal Bureau of Investigation (FBI), and will be retained by State and Federal authorities for future comparison purposes. If the FBI provides the College with a criminal history record based on positive fingerprint identification that could lead to an adverse decision regarding your suitability for a position at the College, the College will provide you with a copy of your FBI criminal history record. You have the right to challenge the accuracy or completeness of the information in your FBI criminal history record. The procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations, Section 16.34. The College will not make a final determination based on information in your criminal history record until you have been afforded a reasonable time (at least 5 business days) to correct or complete your record or have declined to do so.

Any criminal history record received by the College as a result of a fingerprint based criminal history record check will be used solely for the purpose requested and will not be retained or disseminated in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

By initialing below, I acknowledge that I have been informed of the Non-Criminal Justice Applicant Privacy rights and I understand that my fingerprints may be run through the criminal history records of the FBI.

			Initials	Date
To be completed by HRSTM: Type of check: GIS	☐ CJIS	☐ 365 Day Form ☐ Form to be faxed		

Full Legal Name:				
	First	Middle	Last	
Position(s):				
Montgomery Colleg	e Unit/Depart	lment:		
			been identified (including ma	
Previous Addresses (within the last 7 year	s:s)			
Phone Number:		Alternate	Phone Number:	
Date of Birth:		Gender: N	Male Female	
Email Address:				
	s) of Conviction		je(s):	_
falsification or omic result in my termina for the sole purpose will not be used to u	ssion of infor ation. I am ave of accuratel unlawfully dis	rmation may disqualify me ware that the information re y gathering the information criminate against me.	ng is true and complete. I und from further consideration fo equested regarding gender an needed for the criminal backg duct a criminal background o	r this position or d date of birth, is round check and
Signature			Date	
Return this completed	form to: HR	STM • 9221 Corporate Blvd• R	ockville, MD 20850• Fax (240) 56	7-9122

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.

- You must be provided written notification¹ 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. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- 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.⁴

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/ciis/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.)

Printed Name	Signature	Date
Written notification includes electronic notification	cation, but excludes oral notification.	
 https://www.fbi.gov/services/cjis/compact-co See 28 CFR 50.12(b). See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U 		20.21(c), 20.33(d) and 906.2(d).
Provider/Facilit		