



Fingerprinting Services For EASTCONN Districts

- Andover
- Ashford
- Bozrah
- Brooklyn
- Canterbury
- Chaplin
- Colchester
- Columbia
- Coventry
- Eastford
- Franklin
- Griswold
- Hampton
- Hebron
- Killingly
- Lebanon
- Regional District #8
- Regional District #11
- Regional District #19
- H.H. Ellis Technical High School
- Windham Technical High School
- Connecticut Private Schools
- Lisbon
- Mansfield
- Marlborough
- Plainfield
- Pomfret
- Putnam
- Scotland
- Sprague
- Stafford
- Sterling
- Tolland
- Thompson
- Union
- Voluntown
- Willington
- Windham
- Woodstock

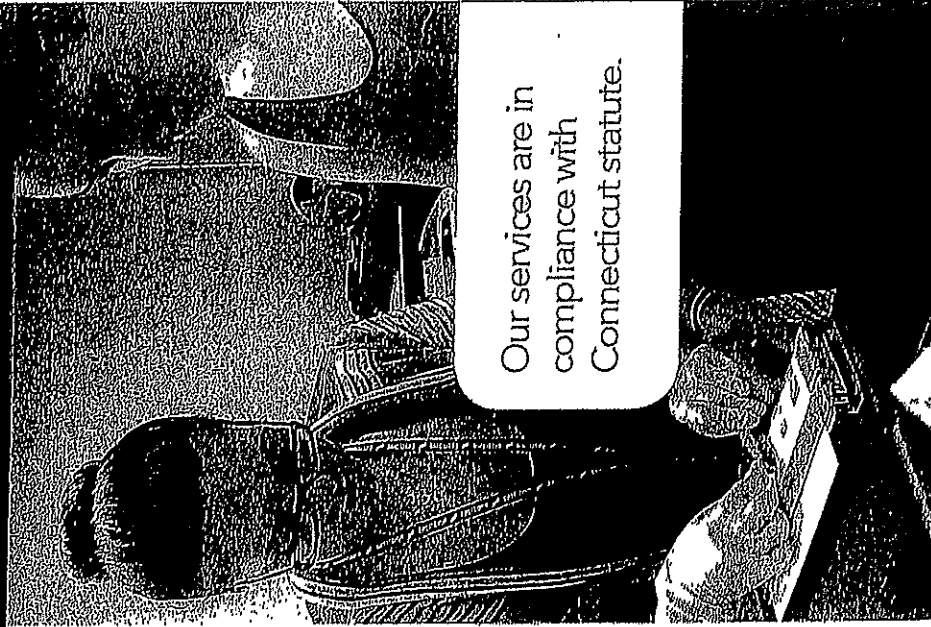


Created in 1980 under Connecticut General Statute 10-66a, EASTCONN is a public, non-profit, Regional Educational Service Center. EASTCONN exists to provide high-quality, competitively priced educational and related services to 36 member Boards of Education and the 33 communities they serve in northeastern Connecticut. We are governed by a Board of Directors, who are members of locally elected Boards of Education. Our funding comes from the fees we charge for our services, supplemented by competitively awarded grants and contracts.

For more information about EASTCONN and its programs and services, please call EASTCONN's Communications Department at 860-455-0707, or visit www.eastconn.org.

It is the policy of EASTCONN that no person shall be excluded from participation in, denied the benefits of, or otherwise be discriminated against under any program because of race, color, religion, gender, age, sexual orientation, marital status, national origin, genetic information, gender identity, or expression, veteran status, disability or any other classification protected by state or federal law.

FINGERPRINTING SERVICES For Connecticut Schools



Our services are in compliance with Connecticut statute.



FINGERPRINTING SERVICES

Connecticut law requires that local school systems have all new employees, including substitute teachers, fingerprinted for state and national criminal history checks.

Do you know?

- All public school employees, including substitute teachers, must submit to state and national criminal history record checks within 30 days of their date of employment.
- If the employee is continuously employed with your district, then they do not have to be fingerprinted every year.
- If a substitute teacher works at least one day per school year in your district, then they are considered a continuous employee and they do not have to be fingerprinted every year.



EASTCONN WILL:

- Fingerprint the applicant in a fast and friendly environment.
- Forward prints to state and federal authorities.
- Maintain a record of all applicants fingerprinted.
- Arrange on-site fingerprinting for Local Education Agencies (LEAs) with multiple applicants.



FINGERPRINT APPLICANT CHECKLIST



Pay a fee to EASTCONN.

This covers the fingerprinting requirement and registry fee for employment in any Connecticut school district. Cash or credit card (VISA or MasterCard) accepted. \$48 for Board of Education employee or \$130 for all others.



Bring a copy of the CT State Police Criminal History Record Information Request (CHRR) Form to the appointment.

This document will be completed and provided to you by your hiring school district.



Bring 1 form of identification to the fingerprint appointment.

One valid government-issued photo ID (e.g., driver's license, passport, etc.)



Call for an appointment or for more information.
EASTCONN Human Resources Department
Phone: 860-455-0707 • Fax: 860-455-8002
376 Hartford Turnpike, Hampton, Connecticut 06247

FBI Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

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

Applicant Signature: _____ **Date:** _____

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. 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), Section 50.12, among other authorities.

- Officials must provide to the applicant written notification¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.²
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34.
- Officials should not deny the employment, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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¹ Written notification includes electronic notification, but excludes oral notification.

² See <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), 50.12(b) and 906.2(d).

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 notification ⁴ by STERLING BOARD OF EDUCATION 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. ⁵
- 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. ⁶

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. ⁷

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.)

If you need additional information or assistance, please contact:

<p>Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480</p>	<p>Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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Applicant Signature: _____ **Date:** _____

⁴ Written notification includes electronic notification, but excludes oral notification.
⁵ <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>
⁶ See 28 CFR 50.12(b).
⁷ 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(e); 28 CFR 20.21(e), 20.33(d) and 906.2(d).



STATE OF CONNECTICUT
 DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
 DIVISION OF STATE POLICE
 Criminal Justice Business Applications Unit



Criminal History Record Information Requisition Form

Criminal history record information (CHRI) must be used in accordance with the purpose and statute submitted with each fingerprint submission. The use of this form confirms that the requesting agency has met the minimum requirements to receive state and national fingerprint-based CHRI pursuant to a Connecticut General Statute (CGS) or a federal statute. Incomplete forms will result in the return of the fingerprint card or failure to electronically submit fingerprints to the Connecticut State Police Bureau of Identification (SPBI). This form must be used when an applicant will be fingerprinted at a regional educational service center (RESC). The appropriate fees must be submitted for each individual request/form. Fees are subject to change due to legislative enactments or federal assessments.

To obtain state and national fingerprint-based CHRI, requesting agencies must 1) be approved by the Connecticut State Police to receive national CHRI, 2) have an application or documentation on file that documents the position for which the applicant is applying, 3) provide the applicant with the Noncriminal Justice Applicant's Privacy Rights form, the Federal Bureau of Investigation's Privacy Statement, and, if applicable, the National Child Protection Act/Volunteers for Children Act (NCPA/VCA) or the Volunteer and Employee Criminal History Services (VECHS) Waiver and Consent Form.

APPLICANT INFORMATION

Name:	Date of Birth:	Position:
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SCHOOL INFORMATION

School Name: <i>Sterling Public Schools</i>	School Address: <i>25 Sterling Road, Sterling, CT 06377</i>
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SCHOOL AUTHORIZATION

Printed Name of School Representative: <i>Beverly J. Boyd</i>	Signature: <i>Beverly J. Boyd</i>	Date:
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Use the Authorized State and Federal Statutes Based on School Types chart to select the authorized statute.
 Use the Description of Statutory Use And Fees chart, on the next page, to select the state and federal fee.

STATUTE AND FEES *RESC may charge additional administrative or processing fees.

Authorized Statute: <i>AWA Volunteer</i>	State Fee: <i>\$ 75.00</i>	Federal Fee: <i>\$ 10.75</i>
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Authorized CT State and Federal Statutes Based on School Types Chart

School Types	CT State Statutes		Federal Statutes			
	CGS 10-212 Nurse	CGS 10-221d Employee	AWA	AWA Volunteer	NCPA/VCA	NCPA/VCA Volunteer
Local or Regional Boards of Education (BOEs)	X	X	X	X	X	X
Public Schools: CT Technical High School System, state and local charter schools, cooperative arrangements among towns pursuant to CGS § 10-158a, or interdistrict magnet schools operated by a public entity.			X	X	X	X
Nonpublic Schools: Incorporated and endowed high schools and academies, special education facilities approved by the State Board of Education pursuant to CGS § 10-76d, interdistrict magnet schools operated by a private entity or any other nonpublic school.					X	X



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Criminal Justice Business Applications Unit



Criminal History Record Information Requisition Form

The total cost for fingerprinting must be verified by contacting the appropriate RESC.

Description of Statutory Use And Fees Chart

Statutes	Description	State Fee	Federal Fee
CT State Statute CGS § 10-212 Nurse	Appointed or contracted school nurses or nurse practitioners	\$75.00	\$12.00
CT State Statute CGS § 10-221d Employee	Individuals who are employed by a local or regional board of education (BOE). This includes substitute teachers and school nurses or nurse practitioners who are <u>hired</u> by the BOE	No Fee	\$12.00
Federal Statute AWA	Individuals employed by, under consideration for employment by, or in a paid position in which he/she will work with or around children in the elementary or secondary school or agency; this includes student teachers, interns, nursing students, public assistance employment applicants, and contracted workers who are paid. Individuals who work <u>exclusively</u> with preschool children must be fingerprinted under NCPA/VCA	\$75.00	\$12.00
Federal Statute AWA Volunteer	Individuals in an unpaid position in which he/she will work with or around children in the elementary or secondary school or agency; this includes student teachers, interns, nursing students, public assistance employment applicants, and contracted workers who are NOT paid. Individuals who work <u>exclusively</u> with preschool children must be fingerprinted under NCPA/VCA	\$75.00	\$10.75
Federal Statute NCPA/VCA	Individuals in a paid position that may have unsupervised access to or provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or the disabled <u>and</u> are not required or cannot be fingerprinted under a state law	\$75.00	\$12.00
Federal Statute NCPA/VCA Volunteer	Individuals in an unpaid position that may have unsupervised access to or provide treatment, education, training, instruction, supervision, or recreation to children, the elderly, or the disabled <u>and</u> are not required or cannot be fingerprinted under a state law	\$75.00	\$10.75

Applicants who must be fingerprinted for multiple schools for the same purpose and statutory authority can be fingerprinted one time for up to twenty (20) schools. Examples are provided below:

1. An applicant has been hired to work for 3 local BOEs as a paraprofessional.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE A	CGS 10-221d	\$ 0	\$ 12	1
BOE B	CGS 10-221d	\$ 0	\$ 12	
BOE C	CGS 10-221d	\$ 0	\$ 12	

2. An applicant has been hired to work for 1 regional BOE and 2 nonpublic schools as a coach.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	CGS 10-221d	\$ 0	\$ 12	1
Nonpublic School A	NCPA/VCA	\$ 75	\$ 12	1
Nonpublic School B	NCPA/VCA	\$ 75	\$ 12	

3. An applicant has been contracted to work for 1 local BOE, 1 public school, and 1 nonpublic school as a substitute.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	NCPA/VCA	\$ 75	\$ 12	1
Public School	NCPA/VCA	\$ 75	\$ 12	
Nonpublic School	NCPA/VCA	\$ 75	\$ 12	

4. An applicant has been hired to work for 1 local BOE and will be an unpaid student teacher for 1 nonpublic school.

Requisition Forms	Authorized Statute	State Fee	Federal Fee	# Fingerprints Taken
BOE	CGS 10-221d	\$ 0	\$ 12	1
Nonpublic School	NCPA/VCA	\$ 75	\$ 12	1