

APPLICANT SCREENING NOTIFICATION

Ozark Action, Inc. is authorized to receive fingerprint-based criminal history record information from the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). Fingerprint-based closed record information should not be made available to the general public or other unauthorized entities pursuant to numerous state and federal laws.

This notification is being provided in order for the above authorized entity to protect closed record information of the applicant, to meet dissemination compliance regulations, and to verify that a fingerprint-based background check has been performed on the following individual:

Name of Applicant: _____

Last four of SSN (optional): _____

Applicant needs to read, initial and date receipt of the following forms (by initialing below, the applicant is stating that they have read and understand the information provided):

Waiver Agreement and Statement: _____
Initial of Applicant Date form provided

Noncriminal Justice Applicant's Privacy Rights: _____
Initial of Applicant Date form provided

To be completed by HR:
Date Registered in MACHS system: _____ by _____

TCN (Confirmation Number): _____

Location/Date/Time scheduled for Applicant:

Location Date Time

Date of fingerprint results: _____ Received by: _____

Applicant HAS met qualifications pursuant to Ozark Action, Inc. Personnel Policies and Procedures. OAI is required to follow Federal, State, Local laws, as well as funding source requirements.

Applicant HAS NOT met qualifications pursuant to Ozark Action, Inc. Personnel Policies and Procedures. OAI is required to follow Federal, State, Local laws, as well as funding source requirements.



Missouri State Highway Patrol
Criminal Justice Information Services Division (MSHP-CJISD)

WAIVER AGREEMENT AND STATEMENT
Missouri VECHS Program
Missouri Volunteer and Employee Criminal History Service (MOVECHS)

Pursuant to the National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA), this form must be completed and signed by every current or prospective applicant for whom fingerprint-based criminal history records are requested by an Authorized Recipient (AR).

I, the undersigned, hereby authorize Ozark Action Inc.
Name of Authorized Recipient (AR)

to submit a set of my fingerprints to the MSHP-CJISD and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I understand that I would be able to receive any Missouri record from the MSHP-CJISD, and any national criminal history record from the FBI pursuant to 28 CFR Sections 16.30-34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement and Statement, it is my intent to authorize the dissemination of any Missouri and national criminal history record that may pertain to me to the AR.

I understand that, until the criminal history background check is completed, the AR may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the AR may provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

Yes, I have (OR) No, I have not been convicted of or plead guilty to a crime.

If yes, please describe the crime(s) and the particulars: _____

Applicant Signature: _____ Date: _____
Applicant Printed Name: _____

The AR may share/disseminate my criminal history record information with other authorized recipients only after confirming that the recipient has a signed user agreement on file with the MSHP-CJISD and the dissemination is in accordance with state and federal law..

Yes No

ORI/OCA or MACHS Number: MOVECHS0Z V04600006 7252

This document must be retained by the AR and is subject to audit by the MSHP-CJISD and FBI.

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 notification¹ 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.²

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

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. 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.)

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

² See 28 CFR 50.12(b).

³ 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).