<INSERT AGENCY NAME>

<INSERT POSITION> Applicant Notification

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have applied for a position with <NCJA Name> as a <Position Name>. As part of the application process, I understand that I must undergo a fingerprint based criminal background check through the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI). Any criminal history record information (CHRI) received by the agency will be reviewed and considered as part of the hiring process.

By signing this form, I hereby acknowledge that I understand that my fingerprints will be submitted to both the WSP and FBI to check for criminal history records.

I understand that any CHRI obtained through this process will only be used for authorized purposes by <NCJA Name> and will not be shared with any other agencies or persons.

I understand that if any CHRI is found as a result of this check, I will have <# of Days> from the date I am notified by <NCJA name> to request, in writing, a copy of those results to verify or challenge any inaccuracies.

Applicants who wish to challenge their Washington State criminal history record will need to contact the Washington State Patrol (WSP) at 360-534-2000 or email [crimhis@wsp.wa.gov](mailto:crimhis@wsp.wa.gov)

Applicants who wish to challenge their FBI criminal history record will need to contact the FBI using the information provided on the *Agency Privacy Requirements for Non-criminal Justice Applicants* form.

Signature Date





