

**Georgia Crime Information Center  
Reference Material  
Non-Criminal Justice  
Applicant Privacy Rights Notification Policy Example**

**Standard Operating Procedure**

**Subject:**

Applicant Notification Policy for Information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network.

**Effective Date:**        00/00/0000

**Revised Date:**        00/00/0000

**Notification**

The (agency name) employs/licenses (category of applicants) and as a part of the process conducts fingerprint-based background checks through the Georgia Crime Information Center. Prior to fingerprinting, each applicant must complete an application and receive a copy of both the Applicant Privacy Rights and the Privacy Act Statement. The (agency name) provides the applicant with the privacy rights via:

- GAPS registration in which the applicant is responsible for registering
- A copy is provided to the applicant at the time of fingerprinting
- A copy is provided as part of the application packet
- A copy is posted near the livescan machine

Once the applicant has read and understands the Applicant Privacy Rights and the Privacy Act Statement, they will sign a form or log stating the notification was received. A copy of the signed form or log must be maintained by the agency for no less than 3 years.

**Record Challenge/Correction**

If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record, they will be given (at least 30) days to do so. The applicant is notified that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia can be found on the GBI website. The applicants will/will not be given a copy of the criminal history record.

**Appeal Process**

The applicant is provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint-based background check. Agency procedures for the appeal process must be listed in this section.