

Memorandum of Understanding
Between The
Ben Hill County Board of Commissioners
AND
Ben Hill County Sheriff's Office

Purpose

The Board of Commissioners of Ben Hill County, through the Ben Hill County Code of Ordinances, requires an applicant for an alcohol license to submit a set of fingerprints for the purpose of identifying the applicant and accessing and reviewing the applicant's criminal history records. The Sheriff of Ben Hill County can obtain fingerprinting of the applicant, verify the identification of the applicant, and receive and review the applicant's criminal history records to determine the fitness of the applicant. Therefore, to fulfill the above-referenced purposes, the parties agree to be bound by the responsibilities listed below.

Roles and Responsibilities:

Ben Hill County Board of Commission:

1. Receive the application for Alcohol License.
2. Provide the applicant with privacy rights.
3. Communicate with the Sheriff Office
4. Review fitness determination.
5. Securely destroy the history results.
6. Responsible for finger printing fee

Ben Hill County Sheriff's Office:

1. Verify the identification of applicant.
2. Fingerprint under Ben Hill County Board of Commission ORI number.
3. Receive and review the criminal history results.
4. Make fitness determination.
5. Communicate with the Ben Hill County Board of Commission POC to pick up results in sealed envelope.
6. The Ben Hill County Sheriff's Office is responsible for the applicant's challenge for accuracy of their results.

This agreement will commence on **October 3, 2023** and will dissolve when one of the signing parties is no longer at their respective agency. Either party may terminate this agreement for any reason by giving the other party thirty days' written notice.

This Memorandum of Understanding is the complete agreement between **Ben Hill County Board of Commissioners** and **Ben Hill County Sheriff's Office** and may be amended only by a written agreement signed by each agency head.

Ben Hill County Board of Commissioners

Agency Head:

Signature

Print Name

Address:

Telephone(s): E-Mail Address:

Ben Hill County Sheriff's Office

Agency Head:

Signature

Print Name

Address:

Telephone(s): E-Mail Address: