

CASA Volunteers,

As a volunteer applicant who is the subject of a national-fingerprint based criminal history record check, we are advising you of the below FBI Privacy rights.

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.)

Endnotes

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).

I understand my fingerprint background check will be submitted to both the Washington State Patrol and FBI to check for criminal history records.

SIGNATURE: _____ Date: _____

I understand that if I have a criminal history record, I will have 30 days (from the date CASA staff shares the results with me) to verify or challenge the results of the records obtained.

SIGNATURE: _____ Date: _____

I understand that my criminal history record check results will only be used for authorized purposes by the King County CASA program. (Criminal history information is not disseminated to other agencies.)

SIGNATURE: _____ Date: _____

I understand I will immediately be provided a copy of my WSP/FBI criminal history record if I request it.

SIGNATURE: _____ Date: _____

Please print your name: _____ Date: _____



ADMINISTRATIVE OFFICE OF THE COURTS

**WAIVER OF CONFIDENTIALITY
CASA PROGRAM
FORM APPROVED 10-07**

All new CASA Volunteers in Washington State are required to be finger printed. We will arrange for you to have your finger prints taken electronically (at no charge) after you have been interviewed. Please complete this form as required.

I, _____, have applied to serve as a CASA/volunteer
(NAME)
Guardian Ad Litem in Dependency cases for Washington Courts. As part of the application process, I understand that I must submit to a criminal background check by providing fingerprint images to the Washington State Patrol and the Federal Bureau of investigation. Furthermore, I understand that before I am assigned a dependency case, the Local CASA program manager pursuant to local standards must review and consider any information reported by the criminal background check.

By signing this form, I hereby acknowledge that criminal background information and other criminal history related information received from the Washington State Patrol and Federal Bureau of Investigation criminal background check will be released from King County to the following:

1. King County Dependency CASA
2. Administration Office of the Courts
3. _____
(list other agency if applicable)

CASA Applicant Signature

Date

Print Name

Lisa M. Peterson

Program Manager Signature