

**Department of Criminal Justice Information Services  
Model Municipal Civil Fingerprinting Policy  
for Municipal Licensing Applicants**

**Applicability**

This policy is applicable to the civil fingerprinting process for the state and national criminal history screening of applicants for the following municipal licenses:

<insert municipal licenses for which fingerprints may be obtained to screen applicants>.

**Authority**

This policy is promulgated in accordance with 28 CFR 20.33(a)(3), Public Law 92-544, M.G.L. c. 6, § 172B ½ , and <insert local bylaw or ordinance authorizing fingerprint-based state and national criminal history screening>.

The civil fingerprinting process for municipal licensing applicants is also subject to the “Massachusetts Department of Criminal Justice Information Services Policies and Procedures for Civil Fingerprinting for Municipal Licensing Applicants.”

**Schedule of Fingerprint Collection**

Licensing applicants may appear at <insert city/town name> Police Department, located at <insert police department address>, for fingerprint collection on the following days <insert days fingerprint collection is available> between the following hours <insert hours available for fingerprint collection>.

[Municipality should indicate here whether appointments are necessary and include instructions for making an appointment.]

**Verification of Identification**

Before being fingerprinted, all licensing applicants are required to present government-issued identification. A licensing applicant’s fingerprints will not be collected until his or her identity has been verified. The following forms of identification will be accepted:

<insert acceptable forms of identification>.

**Databases to be Searched**

All licensing applicants’ fingerprints will be searched against the Automated Fingerprint Identification System (AFIS) fingerprint database which is maintained by the Massachusetts State Police and the Federal Bureau of Investigation’s (FBI) Integrated Automated Fingerprint Identification System (IAFIS) fingerprint database.

**Consent**

All licensing applicants must consent to the collection and submission of their fingerprints for the purposes of conducting state and national criminal history screening by completing the “Civil Fingerprinting Consent Form”. Consent forms will be retained for at least one year but for no longer than three years.

**Payment of Fingerprinting Fees**

Fingerprinting fees include federal, state, and local fees. Before being fingerprinted, all licensing applicants must pay the statutory fingerprint fee of thirty dollars (\$30.00) with a money order or bank check payable to the "Commonwealth of Massachusetts." In addition to a signature, the money order or bank check shall include the name of the applicant hand-printed in block letters.

Licensing applicants may pay the municipal fingerprint fee of <insert municipal fingerprint fee amount> with the following forms of payment:

<insert acceptable forms of payment>.

#### **Storage of Fingerprint-Based State and National Criminal History Information**

Fingerprint-based state and national criminal history record information shall not be retained or stored except for the purpose of allowing an applicant the opportunity to challenge the criminal history record. During the challenge stage, the fingerprint-based state and national criminal history record information shall be stored in a secure location and access to the information shall be restricted to authorized personnel.

#### **Handling of Fingerprint-Based State and National Criminal History Information**

Fingerprint-based state and national criminal history record information will only be handled and reviewed by authorized personnel in a secure area, out of the view of the public and of all other unauthorized individuals.

#### **Destruction of Fingerprint-Based State and National Criminal History Information**

When fingerprint-based state and national criminal history information is no longer needed, it shall be destroyed by the licensing authority by burning, shredding, or other method, rendering the information unreadable.

#### **Correcting Fingerprint-Based State and Nation Criminal History Information**

All licensing applicants have the right to challenge the information contained within a fingerprint-based state or national criminal history record response. In order to change, correct, or update criminal history record in question, the licensing applicant must follow the procedures listed below:

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her FBI record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

Each applicant will also be provided with a copy of the "FBI Procedure for Changing, Correcting or Updating a Record."