



Dyersburg City Schools

Waiver Agreement and Statement for Criminal History Checks

This form must be completed and signed by every current or prospective employee, volunteer and contractor/vendor, for whom criminal history records are requested by a qualified entity.

I hereby authorize DYERSBURG CITY SCHOOLS to submit a set of fingerprints through the TBI vendor and this form to the Tennessee Bureau of Investigation (TBI), for the purpose of accessing and reviewing Tennessee and national criminal history that may pertain to me directly from the FBI, pursuant to 28 CFR, Sections 16.30-16.34. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, contractor, or subcontractor.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to entity locations. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me is being requested by:

**DYERSBURG CITY SCHOOLS
509 Lake Road
Dyersburg, TN 38024**

☐ I have ☐ I have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I am a current or prospective (check one):

Employee ☐

Volunteer ☐

Contractor/Vendor ☐

Signature: _____ Date: _____

Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth (Required): _____

ORIGINAL SIGNED APPLICANT WAIVER MUST BE RETAINED BY QUALIFIED ENTITY

ONE SIGNED COPY MUST BE RETAINED BY THE APPLICANT

**Acknowledgement of Receipt
Of Criminal History Check Information**

As indicated by the signature below, I hereby acknowledge receipt of copies of criminal history checks privacy acts and waiver agreement.

- 1) I have been provided a copy of the Noncriminal Justice Applicant's Privacy Rights.
- 2) I have been provided a copy of the Agency Privacy Requirements for Noncriminal Justice Applicants.
- 3) I have been provided a copy of the Waiver Agreement and Statement for Criminal History Checks that I signed.

Applicant Signature

Date

Print Name

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 employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 employment, license, or other benefit based on information in the FBI criminal history record.
- 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 <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Dyersburg City Schools

Fingerprint Request Data Sheet

Full Name (as it appears on your driver's license): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Date of Birth: _____ Gender: _____ Race: _____

Hair Color: _____ Eye Color: _____

Height: _____ Weight: _____

State of Birth: _____ Citizen of what Country: _____

Social Security Number: _____

Driver's License State: _____ Driver's License Number: _____

Preferred Contact Number: _____

Reason for Fingerprinting: _____

Please give 3 dates and times (at least a week from the day you submit this form) that you will be available for a fingerprinting appointment. We will do our best to accommodate your preferences based on availability.

Appointments available M-F ONLY: UPS Store (8:00am - 10:40am) & (2:30pm - 5:30pm)

No lunchtime appointments available

County Clerk's Office (9:00am - 11:50am) & (1:00pm - 3:50pm)

Preferred Days and/or Dates

Preferred Times

1. _____

2. _____

3. _____

Are you currently or have you ever been a licensed teacher in Tennessee? ☐ Yes ☐ No

Please be on the lookout for an email with your appointment confirmation date/time/location and payment code. It is very important that you keep this appointment.