Pre-Employment/Employment Criminal Record Waiver Form

The position you applied for requires a criminal history records check. In accordance with Salt Lake County Ordinance section 2.80.150 and Human Resources Policy 2-500, Background Check Requirements, criminal history record checks are used to make hiring, transfer or promotion decisions. An applicant or employee may be disqualified if the criminal background check reveals relevant, job-related criminal history.

The information from your criminal history records check will be kept confidential by the Salt Lake County Human Resources Division. Convictions that may disqualify you for the position will only be reported to person(s) involved in the hiring, transfer or promotion decision.

You have the right to review your criminal record. If you disagree with any disqualifying information on your criminal record, you may challenge your record and request a copy by contacting the Utah Bureau of Criminal Identification via their website: bci.utah.gov.

(Please print the following)

Full Name

Date of Birth Gender Select

Social Security #

Department

Position

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the Utah Bureau of Criminal Identification to release information found in the Utah Computerized Criminal History files to the Salt Lake County department listed above to determine my eligibility for employment, promotion or transfer. I hereby release Salt Lake County from any liability resulting from furnishing such information.

I acknowledge that I have received, read, and understand the FBI Privacy Act Statement, and I consent to the collection and use of my fingerprints for this background check. I understand that my fingerprints may be retained in state and federal databases for ongoing monitoring; however, the County will initiate procedures to ensure the prompt removal and un-enrollment of my fingerprints from all applicable databases once I am no longer in a County background checked position or function.

Signature in Full

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018