

# Criminal Background Check (CBC) Identity Verification Form Instructions

Please read the instructions below carefully and contact the Board with any concerns or questions. Failure to follow the correct procedures will delay the processing of your application and our receipt of your background check results.

- Fill out all the required information on the Criminal Background Check Identity Verification (CBC) Form. This form will need to be submitted to the Board **BEFORE** going and getting fingerprinted.
- Once the Board receives and processes your Criminal Background Check Identity Verification Form and completes the state background check, you will receive a copy of your CBC Form back with a **Transaction Control Number** from the Board via email or mail.
- You will take a printed copy of the CBC Form to an appropriately trained Fingerprint Harvester to **have your fingerprints taken** and they will use the transaction number provided by the Board to ensure that your background check results are returned to the Board. The fingerprint harvester may charge their own independent service fees to capture your fingerprint submission.
- Once fingerprinted, have the person that took your prints **fill** out the “Fingerprint Harvester Information” portion of the CBC Form. They will return the form to you, and you will be responsible for **returning** the CBC Form to the Board with the Harvester Information completed. You can email, fax, or mail this completed CBC Form to the Board.

## NOTES:

- The transaction number that is provided is specific to you and is directly tied to the state background check run on your behalf by the Board. It cannot be used to run a background check for any other type of state licensure, and we cannot accept the background check results run by any other agency. Background checks must be run through the Board for all admission applicants.
- **DO NOT CONTACT the Fingerprint Harvester, Live Scan Operator, Arkansas State Police, or the FBI** about the status of your criminal background check. Those agencies will notify the Arkansas State Board of Law Examiners. The average processing time for the Board to receive the results of your background check is **three weeks** from the time that your fingerprints are submitted.
- **Out of State Applicants:** If you are an out of state applicant you will only be able to submit an FD-258 fingerprint card. Please contact the Board to obtain the fingerprint card to use.



# Arkansas State Board of Law Examiners

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Website: <https://www.arcourts.gov/administration/professional-programs/asble>

## Criminal Background Check (CBC) Identity Verification Form

**APPLICANT INFORMATION (Please fill out all the fields below and send to the Board BEFORE going to be fingerprinted):**

Full Name:					
	Last	First	Middle	Maiden / All Other Married Names	
Social Security #:		Date of Birth:		State of Birth:	
Sex:	Race:	Height:	Weight:	Eyes:	Hair:
Driver's License #:			State of Issuance (of driver's license):		
Mailing Address:					
	Street Address		City	State	Zip
I understand that my personal information and fingerprints submitted by agency are used to search against criminal identification records from both Arkansas Crime Information Center (ACIC) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above. I further understand ACIC and the FBI may also retain the submitted information and fingerprints as permitted by the Privacy Act of 1974, 5 USC § 552a, for routine uses beyond the principal purpose listed above.					
Signature of Applicant				Date	

**ATTENTION HARVESTER OR LIVESCAN OPERATOR: Please follow the instructions below for fingerprinting this applicant.**

1. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and the information above.
2. Please fill out the information in the boxes below for "FINGERPRINT HARVESTER INFORMATION". Please print clearly. Please return completed form to the applicant to return to the Board.

<b>FINGERPRINT HARVESTER INFORMATION:</b>					
<b>REASON FINGERPRINTED: (RFP)</b>	<b>Authority:</b>	ACA § 12-12-211	<b>Agency ID:</b>	AR 920110Z	
	<b>Agency Name:</b>	AR State Board of Law Examiners, Little Rock, AR			
<b>TRANSACTION CONTROL NUMBER: (Confirmation Number)</b>	<b>LAW</b>				
Date Fingerprints were Taken:					
Type of Photo ID provided: <input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Military ID <input type="checkbox"/> Other:					
Harvester Facility Name:					
Harvester Operator Telephone Number:					
Printed Name of Harvester Operator			Signature of Harvester Operator		
** Ensure that the correct fingerprinting reason code and agency ID are used.					

# Privacy Act Statement

Privacy Act of 1974, 5 USC § 552a

- **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.

## Procedure to obtain change, correction, or updating of identification records

28 CFR § 16.30 through 16.34

If, after viewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wish changes, corrections, or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information.

The individual can contact Arkansas Crime Information Center (ACIC) at (501) 682-7444 or Arkansas State Police at (501) 618-8000. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the:

[FBI, Criminal Justice Information Service \(CJIS\) Division](#)

ATTN: SCU, Mod. D2  
1000 Custer Hollow Road  
Clarksburg, WV 26306

The FBI will then forward the challenge to the agency which submitted the date 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.