# Applicant Consent Form for Fingerprinting for Justice Center Criminal Background Check (CBC)

**NYS Justice Center for the Protection of People with Special Needs (Justice Center)**
**Criminal Background Check Unit**

**Part 1. Applicant Information (Please Print)**

| | | |
|---|---|---|
| Last Name: | First Name: | MI: |
| Date of Birth: | Social Security Number: | |
| Applicant address: | Applicant type: | |
| Facility/Provider: | | |

**Part 2. Attestation**

1. I have been advised that as part of the application process, the law requires the facility or provider agency listed above to request a criminal history information check with the NYS Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI) and authorizes the Justice Center to review and evaluate the results of the criminal history information check received by DCJS and FBI. The Justice Center will provide a summary of NYS criminal history, if any, to the facility or provider agency. A conviction for certain crimes may affect my suitability for employment in this position.
2. I consent to having my fingerprints taken and submitted for the purpose of a criminal history information check to DCJS and the FBI and consent to the Justice Center sharing with the facility or provider agency listed above a summary of the NYS criminal history information, if any, returned by DCJS, as part of its background investigation of my suitability for employment or volunteer service, or for certification as a natural person operator.
3. I have been advised that procedures exist for me to obtain, review and, if necessary, seek correction of my criminal history information pursuant to regulations established by DCJS in 9 NYCRR Part 6050, and the FBI, as applicable.
4. I have been advised that I have the right to withdraw my application for employment or volunteer service, or certification as a natural person operator, without prejudice, any time before employment, volunteer service, or certification as a natural person operator is offered or declined, regardless of whether the authorized person of the facility or provider agency has reviewed the summary of any criminal history information.
5. I have been advised that the results of the criminal history information check forwarded to the Justice Center by DCJS and the FBI shall be confidential pursuant to the applicable federal and state laws, rules and regulations, and shall only be disclosed to persons authorized by law. Criminal history information will be considered pursuant to Article 23-A of the NYS Correction Law in making hiring determinations.
6. I affirm that the fingerprints submitted will be my own and that the information I have provided is true, complete and accurate.
7. I certify to the best of my knowledge that I: (check as appropriate)
   - ☐ have been convicted of a crime in New York State or any other jurisdiction.
   - ☐ have pending arrest charges.

   If checked, provide details:

   Attach additional details if necessary.
8. I have been advised that my social security number is being requested so that the Justice Center may check whether I am on the Staff Exclusion List which is maintained as part of the Vulnerable Persons' Central Register and that such check is required by Social Services Law §495 and will be performed prior to the criminal history information check. 14 NYCRR Part 702 provides for the collection of social security numbers for this purpose and the failure to provide my social security number may preclude me from being considered for the position applied for.

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| Applicant Signature | Date: |
| Signature Parent/Guardian- if Applicant under 18 | Date: |

**Part 3 Facility of Provider Agency Authorized Person Information**

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|---|---|
| **Name:** | **Title:** |
| **Email:** | |
| **Signature:** | |

Clear Form

Print Form