



ATTENTION: ALL SERVENEBRASKA/AMERICORPS ORGANIZATIONS THAT PROCESS NATIONAL FINGERPRINT BACKGROUND CHECKS FOR THEIR EMPLOYEES AND VOLUNTEERS THROUGH THE NEBRASKA STATE PATROL (NSP)

The Nebraska State Patrol-Criminal Identification Division has changed its policies and procedures regarding the submission and completion of national fingerprint background checks for employee and volunteer purposes. This is a result of an FBI audit of our processes and corrective action necessary so that we are in compliance with federal law, rules and regulations regarding background checks. The procedures below must be followed, effective September 1, 2013, in order to complete the necessary background checks required by federal law for an employee or volunteer.

FINGERPRINT CARDS: Applicants can obtain their fingerprints at any NSP office or other facility for this purpose. If they obtain their fingerprints from NSP, we will keep the cards and then send the cards to your agency/office for verification and submission with the appropriate fee (the fee remains at \$32 per person). **Please make sure the applicant can tell NSP where to send the cards when completed.** If the applicant obtains their fingerprints at a non NSP location, they should be instructed to have the person fingerprinting them to mail the cards to your agency/office. A stamped, self-addressed envelope will facilitate this process. You can then submit these cards for processing to NSP. Chain of custody rules require that the applicant never be in possession of the cards.

LOG: Your agency/office should maintain a log of all submissions to NSP for this purpose. It should show the date of submission, the applicants' information and any other details that you wish to keep. This log will facilitate future audits by NSP or the FBI. It will also assist you in tracking your submissions. You can also record the result of the check on this log when notified.

SUBMISSIONS: In addition to the fingerprint cards and fee, you should submit a letter **specifically stating that this is for an employee or volunteer.** You must also submit the attached form with the applicants' information and signature. You should keep a copy of this form for your records.

DISSEMINATION REPORT: Dissemination reports and any associated RAP sheets will no longer be provided to your agency/office if you are **not** a government agency. Federal law prohibits us from sending this information to any non-governmental person or organization. We are required to meet the federal standards. **Your oversight agency will receive the dissemination. For the purposes of AmeriCorps programs in Nebraska that report to ServeNebraska, ServeNebraska will serve as the oversight agency. A representative of ServeNebraska will contact you and inform you regarding the acceptance or denial of a person to work/volunteer for your organization.**

APPLICANT RIGHTS: The applicant has the right to view any record that is produced by NSP. If you are notified that the applicant has been denial approval to work/volunteer for you and the applicant disputes the fact that they have a record, they should be instructed to call your contact at your controlling agency or NSP for a copy of the report. They can obtain a copy in person with the proper identification. Your agency/office is not authorized to receive this information.

Please feel free to contact me with any questions or concerns regarding these changes. I can be reached at tom.curran@nebraska.gov or 402-479-4032. Thank you for your assistance in making the changes.

Tom Curran

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