

## **Fingerprints & Background Reports “FAQ”**

- **What is OFI’s authority to require fingerprints and a FBI background check?**

LSA-R.S. 6:121.2(B) states “The commissioner shall have the authority to:

- (1) Request and obtain state and national criminal history record information on any person applying for any license with the Office of Financial Institutions.
- (2) Require any applicant for any license to submit two full sets of fingerprints, in a form and manner prescribed by the commissioner, as a condition of the commissioner’s consideration of his application...”

- **What is my fingerprint card used for?**

The fingerprints will be used to check the criminal records of the FBI and Louisiana State Police.

- **What happens to my fingerprint cards submitted to OFI?**

All fingerprint cards are shredded immediately upon receipt of the criminal history report.

- **How is FBI information used?**

The criminal history report received from the FBI is reviewed and considered as part of the overall character and fitness evaluation of an individual associated with a licensee regulated by OFI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside OFI. If information on the record is used to disqualify an applicant, the official making the determination of suitability for licensing or employment shall provide the applicant the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record.

- **How do I obtain a copy of, challenge or correct information in my FBI criminal history report?**

If you wish to obtain a copy of your FBI criminal history report, challenge information contained therein, correct or update the record as it appears in the FBI’s CJIS Division Records System, be advised that the procedures are set forth in Title 28, CFR, Section 16.34 as cited below:

### **§ 16.34 Procedure to obtain change, correction or updating of identification records.**

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. 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 Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data 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.