

**NYS Justice Center for the Protection of People with Special Needs (Justice Center)  
Criminal Background Check Unit  
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## **Personal Criminal History Information Review**



Pursuant to 9 New York Code of Rules and Regulations Part 6050 the NYS Division of Criminal Justice Services (DCJS) an individual, or an individual's attorney who has been authorized in writing, may obtain either a copy of all criminal history information maintained on file at DCJS pertaining to himself/herself, or a response indicating that there is no criminal history information on file. The individual may also challenge the accuracy of the information through procedures established by DCJS. To obtain further information on the criminal history review process, please visit the DCJS website: <http://www.criminaljustice.ny.gov/ojis/recordreview.htm>

This section outlines the process for a prospective applicant to request a copy of NYS criminal history maintained by the **Division of Criminal Justice Services**.

1. Contact MorphoTrust USA (formerly known as L-1 Identity Solutions) - a vendor under a state contract - by calling 1-877-472-6915 (toll free number) or by visiting their website at [www.l1enrollment.com](http://www.l1enrollment.com) [http://www.l1enrollment.com/](http://www.l1enrollment.com) to schedule an appointment for fingerprinting.
2. The "Request for MorphoTrust USA Fingerprinting Services - NYS Division of Criminal Justice Services Record Review Program" form describes the information that will be requested when you schedule the appointment.
3. In completing that information, please note:
  - a. The Record Review ORI Number: **NYDCJSPRY** must be listed.
  - b. You may request that your response be sent to your attorney rather than yourself.
4. When you arrive for your fingerprinting appointment, you must:
  - a. Provide two forms of identification (information on acceptable forms are available on the MorphoTrust USA website or from the MorphoTrust USA Call Center); AND
  - b. Pay the fee for fingerprinting services - \$60.75 - (the DCJS Record Review Fingerprint Fee of \$50.00 plus the MorphoTrust USA processing fee of \$10.75) using a personal or business check, certified check, bank check, money order, cash, or credit card made out to "MorphoTrust USA" or "L-1 Enrollment Services."

The United States Department of Justice Order 556-73 establishes rules and regulations for the subject of an FBI Identification Record to obtain a copy of his or her own Record for review. Only the subject of the identification record can request a copy of his own FBI Identification Record for personal review or to challenge the information on the Record. The FBI's Criminal Justice Information Services (CJIS) Division processes these requests.

This section outlines the process for a prospective applicant to request a copy of their **FBI Identification Record** for personal review or to challenge information on the Record.

**Requests for review of an FBI Identification Record** must be mailed on signed cover letters provided by the FBI along with proof of identify (set of fingerprints) and payment to:

FBI CJIS Division - Record Request  
1000 Custer Hollow Road  
Clarksburg, West Virginia 26306.

To obtain all necessary information regarding these requests, visit <http://www.fbi.gov/hq/cjisd/fprequest.htm> .

**Challenging Information contained on an FBI Identification Record**, often referred to as a Criminal History Record or Rap Sheet, is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, federal employment, naturalization, or military service. If the fingerprints are related to an arrest, the Identification Record includes name of the agency that submitted the fingerprints to the FBI, the date of arrest, the arrest charge, and the disposition of the arrest, if known to the FBI. An individual may challenge the information contained in the FBI Identification Record by contacting the original agency that submitted the information to the FBI or the state central repository in the state in which the arrest occurred. These agencies will be able to furnish the guidelines for correction of the Record. The FBI is not authorized to modify the Record without written notification from the appropriate criminal justice agency.