



## RECORD REVIEWS, CHALLENGES AND CORRECTIONS

<b>1a) How are record reviews, challenges and correction requests made to the repository?</b>						
	<b>In Person</b>	<b>Telephone</b>	<b>Mail</b>	<b>Mail from Inmates</b>	<b>Fax</b>	<b>Email</b>
Alaska	X	X	X	X	X	X
Arizona	X	X	X	X	X	X
Arkansas	X	X	X			
California			X	X	X	X
Florida	X	X	X	X	X	X
Georgia	X	X	X	X	X	X
Hawaii	X		X		X	X
Idaho	X		X	X	X	
Indiana	X		X	X		
<b>IN Comments:</b> The Indiana State Police Records Division has partnered with L-1 Identity Solutions to provide electronic applicant fingerprinting. Fingerprinting service centers have been established throughout Indiana. All criminal history processing is performed by ISP personnel. No criminal history information is available to L-1 Identity Solutions.						
Iowa	X	X	X	X	X	X
Kentucky	X		X			
Maine	X		X	X	X	X
Massachusetts	X		X			
Michigan	X	X	X	X	X	X
Missouri	X		X	X	X	X
Nebraska	X	X	X	X	X	X
Nevada	X		X	X	X	
New Hampshire	X		X	X		
New Jersey	X	X	X	X	X	X
<b>NJ Comments:</b> SBI accepts and initiates investigation based on any form of inquiry. Record requests for review and challenge require fingerprinting which is accomplished through live scan automation.						
New Mexico	X		X		X	X
New York			X			
<b>NY Comments:</b> Electronically from vendor for Public Record Review Requests except for Public Record Review Requests for which the fee is waived. Fingerprints are mailed to the repository and processed by DCJS staff. Inmate record review requests come in by mail and are done by name search. Challenges and correction requests are sent in by mail subsequent to completion of the Record Review Request. Specific supporting documentation must be enclosed with the Challenge.						
North Dakota	X		X	X	X	X
Oklahoma	X		X	X	X	
<b>OK Comments:</b> Fax corrections must be followed up with original.						
South Dakota		X	X		X	X
Tennessee	X					
Texas		X	X	X	X	X
Vermont			X			
Virginia	X	X	X		X	
Washington	X		X	X	X	X
Wisconsin	X	X	X	X	X	X
Wyoming	X			X		



## RECORD REVIEWS, CHALLENGES AND CORRECTIONS

<b>1b) Is there a fee?</b>			
	<b>Yes</b>	<b>Fee</b>	<b>No</b>
Alaska			X
Arizona			X
Arkansas			X
California	X	\$25	
<b>CA Comments:</b> None if indigent.			
Florida			X
Georgia			X
Hawaii	X	\$25	
Idaho			X
Indiana	X	\$10/10.95	
<b>IN Comments:</b> \$10 at state repository and \$10.95 for fingerprinting through L-1 Identity Solutions.			
Iowa			X
Kentucky			X
Maine			X
Massachusetts			X
Michigan			X
Missouri			X
Nebraska	X	\$21	X
Nevada			
New Hampshire			X
New Jersey			X
New Mexico			X
New York	X	\$50	
<b>NY Comments:</b> \$50 state fee for Public Record Reviews except if the fee is waived. Vendor fee is launching transaction varies based upon volume as specified in the contact. It is currently \$11.75. There is no charge for Inmate Reviews.			
North Dakota			X
Oklahoma			X
South Dakota			X
Tennessee	X	\$18	
Texas	X	\$15	
<b>TX Comments:</b> \$15.00 if the person wants to review their record. There is no fee if they do not need a copy of their record.			
Vermont			X
Virginia			X
Washington			X
Wisconsin			X
Wyoming	X	\$15	



## RECORD REVIEWS, CHALLENGES AND CORRECTIONS

<b>1c) Are fingerprints required?</b>		
	<b>Yes</b>	<b>No</b>
Alaska		X
Arizona	X	
Arkansas		X
California	X	
Florida		
<b>FL Comments:</b> Personal reviews, challenges, and compromised identity requests require fingerprints. Agency corrections, court orders and some phone requests do not require fingerprints.		
Georgia		X
Hawaii	X	
Idaho	X	
Indiana	X	
Iowa		X
Kentucky	X	
Maine	X	
Massachusetts	X	
Michigan	X	
<b>MI Comments:</b> Fingerprints are not required for a correction request, however the correction request must come from the original reporting agency.		
Missouri	X	
Nebraska		X
Nevada		
<b>NV Comments:</b> Fingerprints are required for criminal history record reviews and challenges. Correction requests come from the courts or the arresting agencies.		
New Hampshire		X
New Jersey		
<b>NJ Comments:</b> Reviews and challenges require fingerprinting for subject verification. Correction of information does not.		
New Mexico		
<b>NM Comments:</b> Only if identity is in question (i.e. ID theft).		
New York		
<b>NY Comments:</b> Fingerprints are required for Public Record Reviews. Inmate Records Reviews are done using name search .		
North Dakota	X	X
<b>ND Comments:</b> Disposition correction does not require fingerprints.		
Oklahoma		X
South Dakota	X	
Tennessee	X	
Texas	X	
<b>TX Comments:</b> Only if the person requests a copy of their record.		
Vermont		
<b>VT Comments:</b> Depends on the issue.		

 RECORD REVIEWS, CHALLENGES AND CORRECTIONS

<b>1c) Are fingerprints required? (CONT.)</b>		
	<b>Yes</b>	<b>No</b>
Virginia	X	
Washington	X	
<b>WA Comments:</b> For reviews only.		
Wisconsin		
<b>WS Comments:</b> Required if challenging identity of subject of record.		
Wyoming	X	



## RECORD REVIEWS, CHALLENGES AND CORRECTIONS

<b>1d) When correcting court related information, are certified documents required?</b>		
	<b>Yes</b>	<b>No</b>
Alaska		X
Arizona		X
Arkansas	X	
California	X	
Florida		X
Georgia		X
Hawaii		X
Idaho	X	
Indiana		X
Iowa		X
Kentucky		X
Maine		X
Massachusetts	X	
Michigan		X
Missouri		X
Nebraska		X
Nevada		X
<b>NV Comments:</b> Certified documents are not required but it has to be on the court's or arresting agency's letterhead or have their official seal/stamp. Alternatively, we have a special form for record corrections that the courts/law enforcement agencies can use.		
New Hampshire	X	
New Jersey	X	
New Mexico		X
New York	X	
North Dakota		X
Oklahoma	X	
South Dakota		X
Tennessee	X	
Texas		X
Vermont		X
Virginia		X
Washington		X
Wisconsin		X
Wyoming		X



## CRIMINAL RECORD IDENTITY THEFT PROCESSING

<b>2a) How does your state handle criminal identity theft issues, i.e., instances when a criminal suspect provides someone else's personally identifying information when he/she is arrested, resulting in an unwarranted criminal record for the identity theft victim?</b>			
	<b>Victim is provided with "identity theft passport" or other repository-issued identification document to show to police, prospective employers, etc.</b>	<b>Victim is provided with passport or personal identification number</b>	<b>Other</b>
Alaska	X	X	
Arizona		X	Central State Repository will work with the victim to remove arrest information from the state's criminal history database which is not supported by their fingerprints. Victim fingerprints are not required for issuance of passport.
Arkansas	X		Handled at the Attorney General's Office and State Police.
California		X	
Florida	X		
Georgia			Certificate
Hawaii			We have a process in which we can remove the victim's information from the criminal record.
Idaho	X		We make note on the record that another's identity has been used.
Indiana			Documentation is provided to the Department along with victim's fingerprints and suspect's criminal history is amended with victim's information deleted.
Iowa			Victim prints are compared to the record in question. An alias comment is added to the identity theft record. "John Smith is known to use Joe Smith as an alias. Check fingerprints and descriptors for verification."
Kentucky	X		
Massachusetts		X	
Michigan	X		Where possible, the identity information is made non-public along with the document provided above. This keeps the information off of the public portion of Criminal History.
Missouri	X		
Nebraska			Fingerprints are requested from the "victim" and compared with the suspect with the criminal record. If determined not to be the same, the "victim" prints are left in the suspect's record with notations that it's not the same person. All the identifiers are corrected at the state repository and then also forwarded on to the FBI for correction.



## CRIMINAL RECORD IDENTITY THEFT PROCESSING

2a) CONT.	Victim is provided with "identity theft passport" or other repository-issued identification document to show to police, prospective employers, etc.	Victim is provided with passport or personal identification number	Other
Nevada			The NV Attorney General's Office handles criminal identity theft issues, not the State Repository. The process begins when the victim files a police report with a local law enforcement agency, who in turn gives the victim a brochure which explains the NV AG's Identity Theft Program and contains an application for an Identity Theft Program Card. The victim must then schedule an appointment with the staff of the NV AG's Office to review his/her identity theft program application. Victims are asked to provide at least two forms of identification, a photo, signature, and a thumbprint as part of the application process. This identification procedure is to protect against a person obtaining an ID Theft Program Card under false pretenses. If the application is approved, the victim will receive an ID Theft Program Card which displays the person's photo, signature, and thumbprint and can be used to alert law enforcement and creditors that the person's identity has been stolen.
New Hampshire	X		
New Jersey			Victim must appeal to the law enforcement agency that submitted the errant information. SBI will amend CHRI only at the request of the submitting arresting agency. Victims may also afford themselves the use of the NCIC Identity Theft File.
New Mexico			Notation made in record, Victim provided info on NCIC Identity Theft File, Victim provided "ID Theft Info Packet", NM AG's office in process of being able to issue ID Theft Passports.
New York			As requested, the individual alleging "stolen identity" must do a Public Record Review and provide documentation of the arrest(s) for which he/she alleges his/her identity has been stolen. Agency staff will then compare the Record Review fingerprints to the arrest fingerprints. If there is no match, the agency will issue a letter certifying those facts to the individual for his/her subsequent use.
North Dakota			Letter indicating that the person's fingerprints do not match a particular SID.
Oklahoma	X	X	
South Dakota	X		



## CRIMINAL RECORD IDENTITY THEFT PROCESSING

2a) CONT.	Victim is provided with "identity theft passport" or other repository-issued identification document to show to police, prospective employers, etc.	Victim is provided with passport or personal identification number	Other
Tennessee			Our only procedure is to suggest the NCIC Identity Theft File. We will assist someone (if requested) with the (entry) requirements.
Texas		X	Under 55 of the Texas Code of Criminal Procedure, a person may have their personal identifiers expunged if their identifiers were falsely given by the arrested person.
Vermont			Real personal alias established in database.
Virginia	X		Any person whose name or other identification has been used without his consent or authorization by another person who has been charged or arrested using such name or identification may file a petition with the court for relief pursuant to §19.2-392.2. A person who has petitioned the court pursuant to §19.2-392.2 as a result of a violation of §18.2-186.3, may submit to the AG a certified copy of a court order obtained pursuant to §19.2-392.2. Upon receipt by the AG of a certified copy of the court order and upon request by such person, the Office of the AG, on cooperation with the State Police, shall issue an "Identity Theft Passport" stating that such an order has been submitted. The office of the AG shall provide access to identity theft information to (i) criminal justice agencies and (ii) individuals who have submitted a court order pursuant to this section. When the Office of the AG issues an Identity Theft Passport, it shall transmit a record of the issuance of the passport to the DMV. The Department shall note on the individual's driver abstract that a court order was obtained pursuant to §19.2-392.2 and that an Identity Theft Passport has been issued.
Washington	X		Working on new improved process.
Wisconsin	X		
Wyoming	X		





## CRIMINAL RECORD IDENTITY THEFT PROCESSING

<b>2b) Are fingerprints required?</b>		
	<b>Yes</b>	<b>No</b>
Alaska	X	
Arizona		X
Arkansas	X	
California	X	
Florida	X	
Georgia	X	
Hawaii	X	
Idaho	X	
Indiana	X	
Iowa	X	
Kentucky	X	
Massachusetts	X	
Michigan	X	
Missouri	X	
Nebraska	X	
Nevada		X
<p><b>NV Comments:</b> Currently only a thumbprint is required and it does not go to the State Repository. However, the AG's Office is in the process of acquiring Livescan machines in Las Vegas, Reno, and Carson City offices to eventually have the capability of taking rolled ten-prints of identity theft victims and transmitting those prints to the Repository electronically for storage/matching in the recently-created Identity Theft file in the state criminal justice information system. Once that capability is enabled, fingerprints will be required.</p>		
New Hampshire	X	
New Jersey		X
New Mexico	X	
New York	X	
North Dakota	X	
Oklahoma	X	
South Dakota	X	
Tennessee		
<p><b>TN Comments:</b> Our only procedure is to suggest the NCIC Identity Theft File. We will assist someone (if requested) with the (entry) requirements.</p>		
Texas	X	
Vermont		
Virginia	X	
Washington	X	
Wisconsin	X	
Wyoming	X	



## CRIMINAL RECORD IDENTITY THEFT PROCESSING

**2c) If yes, are the fingerprints retained by the repository for subsequent identification should the need arise, i.e., if a victim is pulled over during a traffic stop, the patrol officer finds during an identity check that there is an outstanding warrant in his or her name?**

	Yes	No
Alaska	X	
Arizona		
Arkansas	X	
California		X
<b>CA Comments:</b> No, because CA warrants are not fingerprint based.		
Florida	X	
Georgia	X	
Hawaii		X
Idaho		X
Indiana	X	
Iowa		X
Kentucky		X
Massachusetts		
Michigan	X	
Missouri	X	
Nebraska	X	
Nevada		X
<b>NV Comments:</b> The thumbprint is not retained by the State Repository but there is a process in place for victims to verify their identity if they have an encounter with law enforcement. If the Nevada AG's Office approves an identity theft application, they input the victim's information and a unique password of the victim's choosing into the Identity Theft file in the state criminal justice information system. If the victim has an encounter with law enforcement, the officer will run the victim's name through the state system and ask the victim to verify his ID theft password. If the password that the victim gives matches what is in the system, then the officer knows that the individual is who he claims to be.		
New Hampshire		X
New Jersey		X
New Mexico		X
New York		X
North Dakota		X
Oklahoma		X
South Dakota		X
Tennessee		
<b>TN Comments:</b> Our only procedure is to suggest the NCIC Identity Theft File. We will assist someone (if requested) with the (entry) requirements.		
Texas	X	
Vermont		X
Virginia		X
Washington	X	
Wisconsin		X
Wyoming	X	



## CRIMINAL RECORD IDENTITY THEFT PROCESSING

<b>2d) Does your state charge a fee for providing services to criminal identity theft victims?</b>			
	<b>Yes</b>	<b>If so, fee:</b>	<b>No</b>
Alaska			X
Arizona			X
Arkansas			X
California			X
Florida			X
Georgia	X	\$3 plus 17	
<b>GA Comments:</b> \$3.00 plus rolling fee of \$17.00 (for mailed in fingerprints, the fee is only \$3.00 for the Certificate).			
Hawaii			X
Idaho			X
Indiana			X
Iowa			X
Kentucky			X
Massachusetts			X
Michigan			X
Missouri			X
Nebraska			X
Nevada			X
New Hampshire			X
New Jersey			X
New Mexico			X
New York			X
<b>NY Comments:</b> However, the victim must do a Public Record Review and pay the State Vendor fee unless the fee is waived (indigency established).			
North Dakota			X
Oklahoma			X
South Dakota			X
Tennessee			
<b>TN Comments:</b> Our only procedure is to suggest the NCIC Identity Theft File. We will assist someone (if requested) with the (entry) requirements.			
Texas			X
Vermont			X
Virginia			X
Washington	X	\$26	
<b>WA Comments:</b> \$26.00 for fingerprints.			
Wisconsin			X
Wyoming			X



## CRIMINAL RECORD IDENTITY THEFT PROCESSING

### 2e) Do local police, court, etc. in your state issue any documents to a reported identity theft victim?

	Yes	No
Alaska		X
Arizona		X
Arkansas	X	
California		
<b>CA Comments:</b> Unknown, but to be in the DOJ Identity Theft databank, a court order is mandated.		
Florida	X	
Georgia		X
Hawaii		X
Idaho		X
Indiana	X	
Iowa		X
Kentucky	X	
Massachusetts		X
Michigan		X
Missouri		X
Nebraska		X
Nevada		X
New Hampshire		X
New Jersey		X
New Mexico		X
New York		X
North Dakota		X
Oklahoma	X	
South Dakota		
Tennessee		
<b>TN Comments:</b> Our only procedure is to suggest the NCIC Identity Theft File. We will assist someone (if requested) with the (entry) requirements.		
Texas	X	
Vermont		
Virginia		X
Washington		
Wisconsin	X	
Wyoming	X	

<b>3) Does the repository provide training in the following areas?</b>				
		<b>At the Repository</b>	<b>In the Field</b>	<b>Computer-based Training</b>
Alaska	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints			
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)	X	X	
Arizona	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints			
	Taking palmprints		X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)	X		
	Reading a rap sheet (court personnel)		X	
	Reading a rap sheet (other criminal justice)		X	
	Reading a rap sheet (noncriminal justice agencies)		X	
Arkansas	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints		X	
	Taking palmprints		X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)		X	
	Reading a rap sheet (court personnel)		X	
	Reading a rap sheet (other criminal justice)		X	
	Reading a rap sheet (noncriminal justice agencies)			
California	Livescan (data entry & Fingerprint capture)			
	Taking inked fingerprints			
	Taking palmprints			
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)		X	X

		<b>At the Repository</b>	<b>In the Field</b>	<b>Computer-based Training</b>
Florida	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints			
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)			
Georgia	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints	X	X	
	Taking palmprints		X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)		X	
Hawaii	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			
Idaho	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints			
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)	X	X	

		At the Repository	In the Field	Computer-based Training
Indiana	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification	X	N/A	
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			
Iowa	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints		X	
	Taking palmprints		X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			
Kentucky	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)	X	X	
Maine	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints	X	X	
	Taking palmprints		X	
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)	X		
	Reading a rap sheet (court personnel)	X		
	Reading a rap sheet (other criminal justice)	X		
	Reading a rap sheet (noncriminal justice agencies)	X		

		<b>At the Repository</b>	<b>In the Field</b>	<b>Computer-based Training</b>
Massachusetts	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints		X	
	Taking palmprints		X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)	X	X	X
	Reading a rap sheet (court personnel)	X	X	X
	Reading a rap sheet (other criminal justice)	X	X	X
	Reading a rap sheet (noncriminal justice agencies)	X	X	X
Michigan	Livescan (data entry & Fingerprint capture)	X	X	X
	Taking inked fingerprints	X	X	X
	Taking palmprints	X	X	X
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)	X	X	X
	Reading a rap sheet (court personnel)	X	X	X
	Reading a rap sheet (other criminal justice)	X	X	X
	Reading a rap sheet (noncriminal justice agencies)	X	X	X
Missouri	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)	X	X	
Nebraska	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			



		<b>At the Repository</b>	<b>In the Field</b>	<b>Computer-based Training</b>
Nevada	Livescan (data entry & Fingerprint capture)	X	X	X
	Taking inked fingerprints	X	X	X
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			
New Hampshire	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints		X	
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			
New Jersey	Livescan (data entry & Fingerprint capture)	X	X	X
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)		X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)		X	
New Mexico	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			

		<b>At the Repository</b>	<b>In the Field</b>	<b>Computer-based Training</b>
New York	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints			
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)	X	X	X
	Reading a rap sheet (court personnel)	X	X	X
	Reading a rap sheet (other criminal justice)	X	X	X
	Reading a rap sheet (noncriminal justice agencies)	X	X	X
North Dakota	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints		X	
	Taking palmprints			
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)	X	X	
Oklahoma	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)	X	X	
South Dakota	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints	X		
	Taking palmprints		X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			

		<b>At the Repository</b>	<b>In the Field</b>	<b>Computer-based Training</b>
Tennessee	Livescan (data entry & Fingerprint capture)	X	X	X
	Taking inked fingerprints	X	X	X
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)	X	X	X
	Reading a rap sheet (court personnel)	X	X	X
	Reading a rap sheet (other criminal justice)	X	X	X
	Reading a rap sheet (noncriminal justice agencies)	X		X
Texas	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints	X	X	
	Taking palmprints		X	
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)		X	
	Reading a rap sheet (court personnel)		X	
	Reading a rap sheet (other criminal justice)		X	
	Reading a rap sheet (noncriminal justice agencies)		X	X
Vermont	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints		X	
	Taking palmprints		X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)		X	X
	Reading a rap sheet (court personnel)			X
	Reading a rap sheet (other criminal justice)		X	X
	Reading a rap sheet (noncriminal justice agencies)		X	X
Virginia	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X		
	Reading a rap sheet (noncriminal justice agencies)	X		

		<b>At the Repository</b>	<b>In the Field</b>	<b>Computer-based Training</b>
Washington	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification	X	N/A	N/A
	Reading a rap sheet (police personnel)	X	X	
	Reading a rap sheet (court personnel)	X	X	
	Reading a rap sheet (other criminal justice)	X	X	
	Reading a rap sheet (noncriminal justice agencies)	X	X	
Wisconsin	Livescan (data entry & Fingerprint capture)		X	
	Taking inked fingerprints		X	
	Taking palmprints			
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)		X	X
	Reading a rap sheet (court personnel)		X	X
	Reading a rap sheet (other criminal justice)		X	X
	Reading a rap sheet (noncriminal justice agencies)		X	X
Wyoming	Livescan (data entry & Fingerprint capture)	X	X	
	Taking inked fingerprints	X	X	
	Taking palmprints	X	X	
	Henry fingerprint classification		N/A	N/A
	Reading a rap sheet (police personnel)			
	Reading a rap sheet (court personnel)			
	Reading a rap sheet (other criminal justice)			
	Reading a rap sheet (noncriminal justice agencies)			

**4a, b) Does the repository perform compliance audits to ensure that all arrests and dispositions are being submitted?**

			Which agencies do you audit?			
	Yes	No	Law Enforcement	District Attorneys	Courts	Other
Alaska	X		X	X	X	Corrections
Arizona	X		X	X	X	
Arkansas	X		X			
California		X				
Florida	X		X		X	
Georgia	X		X	X	X	State Probation Offices and Parole Offices
Hawaii		X				
Idaho	X		X	X	X	
Indiana		X				
Iowa	X		X	X	X	
Kentucky	X		X			
Maine	X			X	X	
Massachusetts		X				
Michigan	X		X	X	X	
Missouri	X		X	X	X	
Nebraska		X				
Nevada		X				
New Hampshire		X				
New Jersey	X		X		X	
New Mexico		X				
New York	X				X	
North Dakota		X				
Oklahoma	X		X			
South Dakota	X		X			
Tennessee	X		X			
Texas	X		X	X	X	
Vermont		X				
Virginia	X		X		X	
Washington	X				X	
Wisconsin	X		X			
Wyoming		X				

<b>4c) How frequently are audits conducted?</b>				
	Annually	Every 2 years	Every 3 years	Other
Alaska	X			
Arizona		X		
Arkansas	X			
California				
Florida		X		
Georgia			X	
Hawaii				
Idaho				Our goal is every 3 years, however we haven't gotten the state fully onto this rotation.
Indiana				
Iowa			X	
Kentucky			X	
Maine				No set schedule.
Massachusetts				
Michigan	X			
Missouri				I wouldn't classify them as compliance audits, but we have a section that part of its responsibility is to find missing information in the criminal justice components.
Nebraska				
Nevada				
New Hampshire				
New Jersey				Constant
New Mexico				
New York			X	
North Dakota				
Oklahoma				Quarterly.
South Dakota				Law Enforcement agencies notified every three months of missing arrest fingerprint cards.
Tennessee			X	
Texas	X			
Vermont				
Virginia				On-going
Washington	X			On-going
Wisconsin				Every 5 years.
Wyoming				

<b>5a) Does the repository offer fingerprinting services for noncriminal justice purposes?</b>				
	<b>Yes</b>	<b>Fee</b>	<b>No</b>	<b>Comments</b>
Alaska	X	\$30/10		\$30 for first set, \$10 for additional sets
Arizona			X	
Arkansas			X	
California			X	
Florida	X	N/A		
Georgia	X	\$17		
Hawaii	X	\$15		
Idaho	X	\$5		
Indiana	X	\$10.95		Collected by L-1 Identity Solutions.
Iowa			X	
Kentucky	X			
Maine	X			Varies by type.
Massachusetts			X	
Michigan			X	
Missouri	X	\$0		
Nebraska	X	\$0		
Nevada	X	\$21		\$21.00 for State-only; \$40.25 for State and FBI Livescan submissions; \$51.25 for State and FBI manual submissions.
New Hampshire	X	\$10		
New Jersey			X	
New Mexico	X	\$7/two cards		\$7.00/two cards, \$2.50 for each additional.
New York			X	
North Dakota			X	
Oklahoma	X	\$0		This service is provided only if a person's fingerprints have been rejected two or more times.
South Dakota			X	
Tennessee			X	
Texas	X	\$15		\$15.00 for Texas process and \$9.95 for the capture of the prints.
Vermont			X	
Virginia	X	\$10		
Washington	X	\$13		
Wisconsin			X	
Wyoming	X	\$5		

**5b) Does your repository charge a fee for taking a volunteer's fingerprints for noncriminal justice purposes?**

	Yes	Fee	No	Comments
Alaska	X	\$30/10		\$30 for first set, \$10 for additional sets.
Arizona				
Arkansas			X	
California			X	Repository does not take fingerprints.
Florida			X	
Georgia	X	\$20.75/36		\$20.75 (Georgia check only), \$36.00 (State and Federal)
Hawaii	X	\$15		
Idaho	X	\$5		
Indiana	X	\$10.95		Collected by L-1 Identity Solutions.
Iowa			X	
Kentucky			X	
Maine	X			Varies by type.
Massachusetts			X	
Michigan				
Missouri			X	
Nebraska			X	
Nevada	X	\$18/33.25		\$18.00 for State-only; \$33.25 for State and FBI.
New Hampshire	X	\$10		
New Jersey			X	
New Mexico	X	\$7		\$7.00/two cards, \$2.50 for each additional.
New York			X	
North Dakota				
Oklahoma				Do not fingerprint volunteers unless they have been rejected as stated above.
South Dakota				
Tennessee				N/A
Texas	X	\$15		\$15.00 for Texas process and \$9.95 for the capture of the prints.
Vermont			X	
Virginia	X	\$10		
Washington	X	\$13		
Wisconsin			X	
Wyoming	X	\$5		



<b>6a) Does your repository employ or utilize volunteers (senior citizens, student interns, etc.) to work or provide services within your repository?</b>			
	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Alaska		X	
Arizona	X		
Arkansas	X		
California	X		
Florida	X		
Georgia		X	
Hawaii	X		
Idaho	X		
Indiana		X	
Iowa	X		
Kentucky		X	
Maine		X	
Massachusetts		X	
Michigan		X	
Missouri		X	
Nebraska		X	
Nevada	X		
New Hampshire	X		
New Jersey		X	
New Mexico		X	
New York	X		
North Dakota		X	
Oklahoma	X		
South Dakota		X	
Tennessee	X		We have an intern program.
Texas		X	
Vermont	X		
Virginia		X	
Washington		X	
Wisconsin		X	
Wyoming	X		

**7a) Are there circumstances in which noncriminal justice information is included on your state's rap sheet (e.g., information to note the restoration of firearms rights, information noting a person's application for employment, licensing or regulatory history, etc.)?**

	<b>Yes</b>	<b>No</b>
Alaska		X
Arizona	X	
Arkansas	X	
California	X	
Florida	X	
Georgia	X	
Hawaii	X	
Idaho		X
Indiana		X
Iowa	X	
Kentucky		X
Maine		X
Massachusetts	X	
Michigan	X	
Missouri		X
Nebraska		X
Nevada	X	
New Hampshire		X
New Jersey		X
New Mexico	X	
New York	X	
North Dakota		X
Oklahoma	X	
South Dakota		X
Tennessee		X
Texas	X	
Vermont		X
Virginia	X	
Washington		X
Wisconsin		X
Wyoming		X

**Please return this questionnaire by close of business  
Tuesday April 20, 2010.**

**Email it to [dennis@search.org](mailto:dennis@search.org), or fax it to (916) 392-8440**

**QUESTIONNAIRE COMPLETED BY:**

**Name** \_\_\_\_\_

**Agency** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**RECORD REVIEWS, CHALLENGES AND CORRECTIONS**

1. (a) How are record reviews, challenges and correction requests made to the repository? (Check all that apply.)

- In person
- Telephone
- Mail
- Mail from Inmates
- Fax
- Email
- Other. Please describe: \_\_\_\_\_

(b) Is there a fee?

- Yes Fee \$ \_\_\_\_\_
- No

(c) Are fingerprints required?

- Yes
- No
- Other. Please describe: \_\_\_\_\_

(d) When correcting court related information, are certified documents required?

- Yes
- No

**CRIMINAL RECORD IDENTITY THEFT PROCESSING**

2. (a) How does your state handle criminal identity theft issues, i.e., instances when a criminal suspect provides someone else's personally identifying information when he/she is arrested, resulting in an unwarranted criminal record for the identity theft victim?

- Victim is provided with "identity theft passport" or other repository-issued identification document to show to police, prospective employers, etc.
- Victim is provided with password or personal identification number.
- Other. Please describe: \_\_\_\_\_

(b) Are fingerprints required?

- Yes
- No

(c) If yes, are the fingerprints retained by the repository for subsequent identification should the need arise, i.e., if a victim is pulled over during a traffic stop, the patrol officer finds during an identity check that there is an outstanding warrant in his or her name?

- Yes
- No

(d) Does your state charge a fee for providing services to criminal identity theft victims?

- Yes Fee \$ \_\_\_\_\_
- No

(e) Do local police, courts, etc. in your state issue any documents to a reported identity theft victim?

- Yes
- No

## **TRAINING**

3. Does the repository provide training in the following areas? (Check all that apply.)

	<b>At the Repository</b>	<b>In the Field</b>	<b>Computer- based Training</b>
(a) Livescan (data entry & fingerprint capture)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Taking inked fingerprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Taking palmprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Henry fingerprint classification	<input type="checkbox"/>	N/A	N/A
(e) Reading a rap sheet (police personnel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Reading a rap sheet (court personnel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Reading a rap sheet (other criminal justice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Reading a rap sheet (noncriminal justice agencies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **AUDITING**

4. (a) Does the repository perform compliance audits to ensure that all arrests and dispositions are being submitted?

- Yes  
 No

(b) If yes, which agencies do you audit?

- Law Enforcement  
 District Attorneys  
 Courts  
 Other. Please describe: \_\_\_\_\_

(c) How frequently are audits conducted?

- Annually  
 Every 2 years  
 Every 3 years  
 Other. Please describe: \_\_\_\_\_

**WALK-IN SERVICES**

5. (a) Does the repository offer fingerprinting services for noncriminal justice purposes?

- Yes Fee \$ \_\_\_\_\_
- No

(b) Does your repository charge a fee for taking a volunteer's fingerprints for noncriminal justice purposes?

- Yes Fee \$ \_\_\_\_\_
- No

**OTHER**

6. (a) Does your repository employ or utilize volunteers (senior citizens, student interns, etc.) to work or provide services within your repository?

- Yes
- No

7. (a) Are there circumstances in which noncriminal justice information is included on your state's rap sheet (e.g., information to note the restoration of firearms rights, information noting a person's application for employment, licensing or regulatory history, etc.)?

- Yes
- No