



TOWN OF NEWTOWN

PUBLIC FINGERPRINTING SERVICES

2nd THURSDAY OF THE MONTH
3:00 P.M – 6:00 P.M.

(with the exception of State Holidays and severely inclement weather)
Held in the front lobby of the Newtown Police Department

- No appointment is necessary
- Please bring at least one form of government-issued ID
- Bring the Applicant Tracking Number/bar code printout from the pre-enrollment process (see instructions below)
- Fingerprint services are open to residents of other towns
- Face masks required for those who are unvaccinated for COVID19
- Notary Public Services also available (\$5 per item)

Fingerprint Cost: \$25

Payable by: Cash, Money Order, Bank Check, Business Check
(checks made out to Biometric Identification Services)

Credit Cards and Personal Checks are NOT accepted

- Fingerprinting services are provided by Biometric Identification Services. Any questions relative to fingerprinting can be directed to B.I.S. at (888) 436-8778. Additional locations and times of fingerprinting, as well as company information can be viewed on their website at: <http://www.bioidentserv.com/web/>
- Information relative to the Pistol Permit Application process can be found on the Newtown Police Department's website or you may contact the Newtown Police Department Records Division at (203) 270-4254.

FINGERPRINT PRE-ENROLLMENT

Fingerprint Process: The State of Connecticut has recently changed its fingerprint process. You must now pre-enroll on a separate website prior to being fingerprinted. A working email address and valid credit card are required in order to preregister. Please follow the process below regarding fingerprinting for pistol permits.

1. Go to the following website: <https://ct.flexcheck.us.idemia.io/cchrspreenroll/>
2. Fill in Service Code using the proper code: For a pistol permit application use the code "5885-D51A". If you are being fingerprinted for a different reason, please use the proper code from the attached list below.
3. Click "Submit Service Code". Once you submit the code, you will be asked to verify the code. This code is specific to the reason you are being fingerprinted and is specific for the Newtown Police Department. If the screen does not show this information, then you have to try again to ensure that you put in the proper code.
4. Complete the Pre Enrollment information fields. Mandatory fields are in bold and are highlighted in blue. You won't be able to submit if you forget to complete a mandatory field. Once complete click "Submit Pre-Enrollment".
5. After completing the pre-enrollment steps, a confirmation screen will appear indicating the charge for pre-enrolling. For example, a pistol permit requires a \$88.25 payment. Click "Continue" to be taken to a secure checkout area. You will then have to complete the payment by using a master card or visa credit card. You may, however not be charged depending on the reason you are being fingerprinted. You will simply get a confirmation page with a tracking number and bar code.
6. Once payment (if required) is complete a screen will appear that will contain an applicant tracking number and a bar code. This page will also be emailed to the email you provided. This page with the tracking number and bar code **must be printed out and brought with you and presented to the person fingerprinting you.** (Note that with this bar code, you can be fingerprinted by any agency that offers printing services)
7. When you turn your fingerprints in to either a police department or another agency, you must provide the printout containing your applicant tracking number and bar code, as well as the "FBI Privacy Act Statement" form and the "Noncriminal Justice Applicant's Privacy Rights" form. These forms are attached below.



Connecticut Criminal History Request System
PreEnrollment



Your use of Pre-Enrollment implies that you are acknowledging that you are submitting a pre-enrollment request for a fingerprint-based criminal history check and that you are an authorized recipient of said information within the State of Connecticut.

NOTE: You can also have a subject PreEnroll themselves with the appropriate 'Service Code' (below) and have them go to the public pre-enrollment website:

<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/>

Pre Enrollment

Please select an appropriate 'Service Code'

Service Code	Type
1F7D-34E6	Contractor-Criminal Justice Administration
6BA3-BBA2	Contractor-Noncriminal Justice Functions
4CAF-1C1B	Contractor-Private Dispatch Employee
8B06-6100	Criminal Justice Employment
5467-59F9	Criminal Justice Site Security
59EB-E415	Fine Art Secured Lender License
F294-0C46	Pawnbroker License
5885-D51A	Pistol Permit
E167-C63C	Precious Metals and Stone Dealers License
D8D8-A2C3	Privatized CJ Function
16FB-4091	Second Dealer License
9702-A4AF	State Only Fingerprint Support Search
6143-9D25	Town Dispatch Employee
8B83-D172	Police Department Ridealong Applicant
98B9-79AF	Town Community Relations Volunteer
31F8-94F3	Town Liquor Permit
EB84-A075	Town Raffle/Bingo Permit
4798-FD8A	Town Solicitor/Peddler Permit
AB54-87B0	Town Vendor Permit

Requesting Entity: _____

FBI Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

Note: This privacy act statement is located on the back of the FD-258 fingerprint card.

SIGNATURE	DATE
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This document must be retained by the Entity.

Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: _____

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. **All notices must be provided to you in writing.** ¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. ²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

Updated 11/6/2019

If you need additional information or assistance, please contact:

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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SIGNATURE	DATE
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This document must be retained by the Entity.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).