

Criminal History Records Check Protocols beginning June 15th, 2020 for the Hemp Program

Effective June 15th, 2020, DESPP-HQ Fingerprint Identification Unit will re-open for in person fingerprinting requests **by appointment only.**

Anyone who is currently sick or experiencing any symptoms associated with COVID-19 is asked to delay scheduling an appointment until the individual has been symptom free for 14 days.

To schedule an appointment and for more information, visit the State Police Bureau of Identification website:

<https://portal.ct.gov/DESPP/Division-of-Emergency-Service-and-Public-Protection/Reports-and-Records/State-Police-Bureau-of-Identification>

Be sure to bring the last page of the Consent to Criminal History Records Check form when you are fingerprinted.

Consent to Criminal History Records Check form is found here: <https://portal.ct.gov/-/media/DOAG/Hemp/Consent-to-Criminal-History-Records-Check-with-SPB-letter-51419.pdf>

If you have any questions call:
DESPP: 860-685-8480
DoAg Hemp Program: 860-713-2502

Consent to Conduct Criminal History Records Check
For the Connecticut Department of Agriculture
Hemp Grower License Application
450 Columbus Boulevard, Suite 702
Harford, CT 06103
Phone: 860-713-2502 Email: Agr.Hemp@ct.gov
(rev. 5/14/19)

Applications, supporting documents and payments will only be accepted through the DOAG E-License portal. Paper applications will not be accepted. The Last page of this document must be given to the fingerprint technician at the Department of Emergency Services and Public Protection.

You have received this form because you have applied for a hemp grower license for which a fingerprint-based criminal history records check is required pursuant to AN ACT CONCERNING A PILOT PROGRAM FOR HEMP PRODUCTION, Public Act 19-3. No individual, signing authority and on-site manager listed in the application **shall have any felony conviction for a controlled substance now or in the 10 years prior to the date of the application.**

As a condition of being considered for licensing for the growing of Hemp:

- I hereby consent to and authorize the Connecticut Department of Agriculture (the Department) through the Department of Emergency Services and Public Protection, Division of State Police to conduct a criminal history records check that includes a fingerprint-based search of state and federal registries and databases. I hereby release the Department and the Connecticut State Police from any and all liabilities, claims or lawsuits in regards to the use of information obtained from any and all sources used.
 - I understand the Department, pending the results of the state and federal criminal history record search, may issue a conditional license for the growing of Hemp. I understand and agree that if the criminal history records check reveals a disqualifying conviction, the conditional license will be revoked.
 - I agree to provide all the information necessary to conduct the required criminal history records check.
 - I understand that the Department may receive additional and ongoing criminal history information related to me subsequent to the initial fingerprint-based criminal history record check.
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Applicant Information

Applicant Type:	Individual Applicant for Grower License	Yes_____ No_____
	On-Site Manager for Applicant for Grower License	Yes_____ No_____
	Signing Authority for Applicant for Grower License	Yes_____ No_____

"On-site manager" means the individual designated by the licensee responsible for on-site management and operations of a licensed grower or licensed processor.

"Signing authority" means an officer or agent of the applicant with written authorization of such applicant to commit the applicant to a binding agreement.

Last Name, First Name	
Date of Birth	
Business Name	
Complete Address	

Agency Privacy Requirements

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. 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), Section 50.12, among other authorities.

FBI Privacy Act Statement¹

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

¹ ***This privacy act statement is also located on the back of the FD-258 fingerprint card.***

Noncriminal Justice Privacy Rights for Grower License Applicants

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.

- You must be provided written notification ² by Connecticut Department of Agriculture that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared. ³
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- 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 criminal history record.⁴

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.⁵

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>.

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. 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.)

If you need additional information or assistance, please contact:

<p>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</p>	<p>Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306</p>
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Any person aggrieved by a denial of the grower license application, based in whole or in part on the results of the criminal history records check, may appeal to the commissioner in accordance with the provisions of chapter 54 of the general statutes. Such appeal shall be made in writing to the commissioner and received not later than fifteen days after the date of the denial of the license application. If no timely appeal is made, the denial shall be final. Appeals can be filed electronically at DoAG.Adjudications@ct.gov

² Written notification includes electronic notification, but excludes oral notification.

³ <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

⁴ See 28 CFR 50.12(b).

⁵ 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).

Confirmation of Consent

I affirm that I have not committed a disqualifying offense, and acknowledge that a disqualifying offense reported in the criminal history records check, required by AN ACT CONCERNING A PILOT PROGRAM FOR HEMP PRODUCTION Public Act 19-3, shall constitute good cause for rejection of the application to grow Hemp or revocation of a conditional license to grow Hemp.

I acknowledge that I have received a copy of the Federal Bureau of Investigation United States Department of Justice Privacy Act Statement and Notice of Noncriminal Justice Applicant's Privacy Rights.

I certify that the above information is true and correct, under penalty of false statement, punishable under Section 53a-157b of the Connecticut general Statutes.

Applicant's Name (please print): _____

Signature of Applicant: _____ **Date:** _____

**This letter must be given to the fingerprint technician at the Department of
Emergency Services and Public Protection**

**State Fingerprint-Supported Criminal History Check for
Hemp Grower License Applicant
for the Department of Agriculture**

Date:	Applicant Name:	Date of Birth:
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Notice to the Applicant: The State criminal history records check must be completed by the Department of Emergency Services and Public Protection (DESPP). You must appear at:

Department of Emergency Services and Public Protection (DESPP)
1111 Country Club Road
Middletown, CT 06457
Fingerprint Unit
8:30 AM – 4:00 PM

IMPORTANT: You must bring this letter along with a valid state-issued photo identification card, valid driver license, or valid US passport, and the appropriate payment with you when being fingerprinted and present it to DESPP personnel.

PAYMENT: You must bring two (2) checks or money orders made payable to “Treasurer-State of CT”. The fingerprinting fee is \$15.00 and the State criminal history records check fee is \$75.00.

Send Email Reply To:

Agr.Hemp@ct.gov
Connecticut Department of Agriculture
Hemp Grower Program
450 Columbus Boulevard Suite 702
Hartford, CT 06103