Purpose:
To address inconsistency and clarify appropriate use of state and national criminal history Information systems.

Authority:
The department is authorized to 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) through the State Police Record Check (SPRC) and the FBI National Crime Information Center (NCIC). The department is obligated to ensure the information is secure and protects the individual's privacy; it's accessed by authorized users and the access complies with the approved purposes; and it has policy and procedures adhering to the regulations.

References:
- Title 28, C.F.R., Parts 20 & 25, Section 50, and Chapter IX;
- FBI CJI Security Policy 2020 CJIS Security Policy version 5-9
- Connecticut General Statute – Criminal History Checks and Fingerprinting
  - CGS_17a-114 - Licensure
  - CGS_17a-101g - Investigations and Safety Assessments
  - CGS_17a-6a - Employment & Contractor -
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Replaces:
All version of authorized and unauthorized forms of the DCF-005 Background Searches form, DPS-NCIC Request for Criminal Records Search/ NCIC Request Unofficial, DCF- 2113 Request for Criminal Records and Diligent Search Checklist.

Location:
Policy Forms - Numerical Index (ct.gov)

Types of Checks:
Connecticut State Police Check (SPRC) and Local Police Department Record Checks: These checks are completed for individuals who are prospective placement resources, as well as for licensing and Probate purposes, as well as for individuals who are under investigation and/or involved in the incident of abuse or neglect or relating to family violence.

National Checks
> NCIC /III/Code C-> is a national check completed on the specific V2 System using the F terminal located in the office. ***Code C is for Investigation purposes*** to perform national criminal background checks on the individuals who are the subjects of the investigation into an incident of abuse or neglect or relating to family violence. This check may also be used to perform background checks on the alleged victim's household members. May also be referred to as an FLQH search using Purpose Code C.
>
> NCIC /III/Code X-> is a national check completed on the specific V2 system using the terminal T located in some of the area offices and Careline. **This specific national check is for EMERGENCY PLACEMENT PURPOSES ONLY**. It is with the idea the child will be placed in the specific home that same day or an OTC was granted and that fingerprints will be completed within 10 calendar days, or the child will need to be removed.

Instruction for Filling out Form Fields:

CASE OR PROVIDER INFORMATION
Enter applicable information.

SAFETY CONCERN
Safety concern information is to be used for the safety of the investigation social worker during hostile and/or volatile incidents. Select category, and articulate safety concern in detail in the comment section.

VALID PHOTO ID
A government-issued photo ID is used to verify the individual's legal first and last name. Verifying the individual's name on the photo ID prior to running the check is preferred for investigations. A photo ID is required for foster care checks.

PURPOSE
Who is making the request? Intake, Ongoing, or Foster Care
What is the purpose of the request? Under the corresponding division, select the purpose of the request
Types of Records Requests: The checks to request for the corresponding purpose appear in Table 1 below. Please note: Local police department background checks are not mandatory and may be run as needed. Whether to run a local PD check should be determined on a case-by-case basis.

Table 1: Background Checks	
Intake (Used During 33 Business Day Investigation Period Only)	
Purpose	Type of Record Checks to Request
Alleged Perpetrator (select for all investigation types)	CT State Police Check Local PD Record Check, as needed DMV CPS History National Criminal History Code C
Alternative Caregiver/Temporary Living Arrangements (ACA/TLA) (For identified resource only, not for rule out purposes) Courtesy Visit	CT State Police Check Local PD Record Check, as needed DMV CPS History *No National Criminal History*
96 Hour Hold/OTC	CT State Police Check Local PD Record Check, as needed DMV CPS History National Criminal History Code X
Ongoing	
Safety Assessment-SDM Probate - State Police Record Check ACA/TLA (For identified resource only, not for rule out purposes)	CT State Police Check Local PD Record Check, as needed DMV CPS History *No National Criminal History*
96 Hour Hold/OTC	CT State Police Check Local PD Record Check, as needed

	DMV
	CPS History
	National Criminal History Code X
Foster Care	
Kinship/Fictive Kin Placement	CT State Police Check
Core-Adoptive	Local PD Record Check, as needed
Caregiver Renewal	DMV
Successor Guardianship	CPS History
ICPC	*No National Criminal History*

CHECK
The individual performing the check records their results in this section. For the Foster Care Division, this section is divided into required and optional checks. Please refer to policy 24-1 and practice guide for more information.

Check Completed options are "yes" or "no." Individual performing the check selects the appropriate response.

Results options are "record found" or "no record found."   Individual performing the check selects the appropriate response.
Initial of completer means the individual performing the check, i.e. clerical team
Region of completer means the region of the individual performing the check
Date completed means the date the individual completed the check

COMMENTS
This space is for individual performing the check to provide comment or additional detail, if needed

SIGNATURES
The requester must sign and date in the space provided on the form. The other spaces are provided for the SWS/PS to acknowledge receipt of the results once the check is complete.

STORING
Forms shall be saved in the P:Drive and/or edoc