

14B NCAC 18B .0403 USE OF CHRI FOR CRIMINAL JUSTICE EMPLOYMENT

(a) Agencies must submit an applicant fingerprint card on each individual seeking criminal justice employment, and the card must contain the following information in order to be processed by DCI and FBI:

- (1) complete name;
- (2) date of birth;
- (3) race;
- (4) sex;
- (5) position applied for;
- (6) hiring agency; and
- (7) a set of legible fingerprint impressions.

Any fingerprint cards that do not meet these requirements shall be returned by DCI to the submitting agency for correction and resubmitted.

(b) For sworn and telecommunicator positions the response and the fingerprint card shall be forwarded to the appropriate training and standards agency. For non-sworn positions, the response shall be returned to the submitting agency. DCI shall not maintain the cards or responses.

(c) Agencies may submit the information in Paragraph (a) of this Rule in an electronic method to CIIS for processing. Any fingerprints and associated information not meeting the requirements in Paragraph (a) of this Rule shall not be accepted. An electronic notification shall be sent by DCI to the submitting agency indicating the submitted information did not meet minimum requirements.

*History Note: Authority G.S. 114-10; 114-10.1; 114-16; 114-19;
Eff. August 1, 2014;
Transferred and Recodified from 12 NCAC 04I .0403 Eff. November 1, 2015;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. October 4, 2016.*