



WHAT IS AN IDENTITY HISTORY SUMMARY?

An Identity History Summary is often referred to as a criminal record history or “rap sheet.” The criminal history record includes arrest related information, federal employment, naturalization, or military service.

If the record includes an arrest(s), the summary will cite the date of arrest(s), the arrest charge(s), and the disposition of the arrest, if known.

All data contained in the criminal record history is obtained from fingerprint cards or related identification forms submitted to the FBI by local, state and federal agencies. Therefore, the FBI is not the source of the arrest data reflected on an Identification Record.

WHY IS THE NYC DOE TAKING MY FINGERPRINTS?

All individuals seeking employment with the NYC DOE or one of its contracted vendors are required to be fingerprinted.

WHAT HAPPENS WHEN THE NYC DOE TAKES MY FINGERPRINTS?

All fingerprints are sent to New York State Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigations.

WHAT CAN THE NYC DOE DO WITH THE INFORMATION RECEIVED FROM MY FINGERPRINTS?

If you have a criminal history record, the DOE is bound by law to comply with Article 23-A of the New York State Corrections Law in determining your suitability for employment.

HOW DO I OBTAIN A COPY OF MY IDENTITY HISTORY SUMMARY?

The DOE is prohibited from retaining or disseminating the results of your FBI Identity Summary to you or any outside parties.

The FBI will release your identification records and copies of such records. For additional information regarding the different methods of obtaining a copy of your record, please visit <http://www.fbi.gov/about-us/cjis/background-checks>

Obtaining a copy of your FBI Identity History Summary will not take the place of being fingerprinted by the NYC DOE.

HOW DO I CHALLENGE MY FBI IDENTITY HISTORY SUMMARY?

If you believe that there are inaccuracies on your Identity History Summary, you may request a change or correction by contacting the agency or agencies that originally submitted the information to the FBI. Most states require that changes to an individual’s Identity History Summary be processed through their state centralized agency (State Identification Bureau). Listings of State Identification Bureaus can be found at www.fbi.gov/checks.

The FBI also allows you to submit their challenge request directly to the FBI’s CJIS Division electronically or via mail. The FBI will then forward your challenge to the agency that provided the questioned information. For additional information, refer to: www.edo.cjis.gov

HOW CAN I CORRECT INFORMATION ON MY NEW YORK CRIMINAL HISTORY RECORD?

If you believe the information provided by the New York State Division of Criminal Justice Services (DCJS) is inaccurate, you can submit your challenge to the DCJS Record Review Unit. For more information on how to submit a challenge to a criminal history record or information on how to request a copy of your New York State criminal history, please visit www.criminaljustice.ny.gov/ojis/recordreview.htm

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