



Limitations of Third Party Criminal History Check

- Name based search only
- Possibly outdated records
- Incorrect or incomplete records*
- Possible mistaken identity

Benefits of Fingerprint-Based Criminal History Check

- Biometric-based
- Authorized by state statute approved by the US Attorney General or other federal law
- All available state (AK) criminal history
- All available national (FBI) criminal history
- Most current, accurate, and complete records

Alaska Statute governing access to CJ/CHRI to interested persons:

AS 12.62.160(b)(9) “Subject to the requirements of this section, and except as otherwise limited or prohibited by other provision of law or court rule, **criminal justice information...**(9) including information relating to a serious offense, **may be provided** to an interested person if the information is requested **for the purpose of determining whether to grant a person supervisory or disciplinary power over a minor or dependent adult”**

* The Government Accountability Office published report 15-162 in February 2015 on the completeness of criminal history records and challenges faced by employers using private companies for criminal history checks. One of these challenges identified is obtaining complete and accurate records, in part because not all states make their criminal record information accessible for private companies to search.



Department of Public Safety Division of Statewide Services


CJIS Programs Unit

The CJIS Programs Unit is a specialized unit within the Criminal Records and Identification Bureau. The Unit is tasked by DPS with safeguarding CJI in Alaska and monitoring compliance with the CSA and FBI CJIS Security Policies. The Unit provides training and guidance to agencies regarding the handling CJI including physical control, personnel access, and technical requirements of the CJIS security policies; manages the statewide Uniform Crime Reporting (UCR) program; conducts audits with criminal and noncriminal justice agencies regarding compliance to the CJIS security policies and other applicable state and federal laws; conducts audits on the State’s criminal history repository; and provides ongoing support to over 8,100 individuals across the state regarding the access, use, and dissemination of criminal justice information.

Criminal Records and Identification Bureau

The Criminal Records and Identification Bureau is responsible for maintaining the State’s criminal history repository, the Automated Biometric Identification System (ABIS) that processes both applicant (civil) and criminal fingerprints, and managing the CJIS Programs Unit, the State’s Sex Offender Registry, the Concealed Handgun Permit Office, and the Armed Guard Licensing Office.

Department of Public Safety (DPS)
Division of Statewide Services
Criminal Records & Identification Bureau
CJIS Programs Unit



What you should know about Fingerprint-Based Criminal History Checks

**Under Alaska Statute
§ 12.62.160(b)(9)**

**CJIS Programs Unit
5700 E. Tudor Road
Anchorage, AK 99507
907-269-5766**

[https://dps.alaska.gov/Statewide/
R-I/Background/AgencyInfo](https://dps.alaska.gov/Statewide/R-I/Background/AgencyInfo)





What is CHRI? CHRI stands for Criminal History Record Information. CHRI is a subset of Criminal Justice Information, or CJJ.

What is the CSA? CSA stands for Criminal Justice Information Services (CJIS) Systems Agency, CSA. In Alaska, the CSA is the Department of Public Safety.

What type of noncriminal justice agency (NCJA) are you?

NCJA (public): A public agency or sub-unit thereof whose charter does not include the responsibility to administer criminal justice, but may have a need to process CJJ. An example would be a local school district which uses CHRI to support hiring decisions.

NCJA (private): A private agency or subunit thereof whose charter does not include the responsibility to administer criminal justice, but may have a need to process CJJ. An example would include a local bank.

NCJA (Government) A Federal, state, local, or tribal governmental agency or any subunit thereof whose charter does not include the responsibility to administer criminal justice, but may have a need to process CJJ. An example would be the central IT organization within a state government that administers equipment on behalf of a state law-enforcement agency.

Source: FBI CJIS Security Policy Terms & Definitions

How to become a client with DPS, eligible for fingerprint-based criminal history records:

Step 1: Send client request letter to DPS, instructions online at: <https://dps.alaska.gov/Statewide/R-I/Background/AgencyInfo>

Step 2: Sign User Agreement with DPS agreeing to abide by CSA and FBI CJIS Security Policies. Our staff will provide guidance on CJIS policy questions and assist your agency in developing policies and practices which comply with CJIS policies.

Step 3: Authorized personnel within your agency complete Security Awareness Training (training is sponsored by DPS and free to agencies!)

Step 4: Establish business processes within your agency for obtaining fingerprints and begin sending fingerprint cards to DPS along with payment of the required fees.

Step 5: Follow FBI and CSA CJIS Security Policies on handling CHRI, submit to biennial audits performed by the CJIS Programs Unit.

Is your agency eligible for CJJ?

Criminal justice information (CJJ) is defined by statute to include criminal history record information (CHRI) as a subset. It then defines CHRI as information containing conviction and current offender information as well as criminal identification information. Under Public Law 92-544, NCJAs can access this information if the state has a law approved by the US Attorney General authorizing it.

Alaska Statute (AS) 12.62.160(b)(9) is one such statute approved by the US Attorney General authorizing access to criminal justice information (CJJ) for persons with supervisory or disciplinary power over a minor or dependent adult.