

### Rap Back Services Form

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

UCN/FBI#: \_\_\_\_\_ SID#: \_\_\_\_\_ EVI: \_\_\_\_\_

RB Sub ID: \_\_\_\_\_ Subscribing CRI: \_\_\_\_\_ Submitting ORI: \_\_\_\_\_

<b>Requested Service:</b> (check one) <input type="checkbox"/> Enroll <input type="checkbox"/> Replace <input type="checkbox"/> Cancel <input type="checkbox"/> Delete <input type="checkbox"/> Append <input type="checkbox"/> Un-Cancel
<b>Subscription Type:</b> (check one) <input type="checkbox"/> Civil <input type="checkbox"/> Criminal
<b>RB Category:</b> (check one) <input type="checkbox"/> Volunteer, Child Care/School Employee <input type="checkbox"/> Non-Criminal Justice Employment & Licensing <input type="checkbox"/> Criminal Justice Employment <input type="checkbox"/> Criminal Justice – Investigative <input type="checkbox"/> Criminal Justice – Supervision <input type="checkbox"/> Security Clearance Information Act
<b>Subscription Term:</b> (optional) <input type="checkbox"/> _____
<b>Expiration Date:</b> _____ <b>Opt out of In-State Notifications:</b> <input type="checkbox"/> Opt Out

<b>Triggering Events:</b> (check all that apply) <input type="checkbox"/> Disposition <input type="checkbox"/> Civil Retain Submission <input type="checkbox"/> Expunge/Partial Expungement <input type="checkbox"/> Warrant Entry <input type="checkbox"/> Warrant Deletion <input type="checkbox"/> Warrant Modification <input type="checkbox"/> SOR Entry <input type="checkbox"/> SOR Deletion <input type="checkbox"/> SOR Modification <input type="checkbox"/> Death Notice with Fingerprints <input type="checkbox"/> Death Notice without Fingerprints <input checked="" type="checkbox"/> Criminal Retain
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Attention Field (max 100 characters):**

\_\_\_\_\_  
\_\_\_\_\_

**User Defined Field (max 1000 characters):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Miscellaneous Notes from Submitting Agency:**

\_\_\_\_\_  
\_\_\_\_\_

**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. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**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.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

Paperwork Reduction Act Notice

This notice is given under the Paperwork Reduction Act of 1995. The Paperwork Reduction Act requires that the Federal Bureau of Investigation inform individuals and other entities of the following when asking for information. The information on this form will document an agency's request to enroll an individual into the Rap Back Service. The Rap Back Service notifies authorized entities when a person who has fingerprints within the FBI's Next Generation Identification system is arrested or has criminal activity against those fingerprints. This capability provides significant benefits in two domains: (1) to provide timely notification to licensing, employment, volunteer, and other non-criminal justice entities regarding events reported to the NGI system regarding their applicants, employees, volunteers, licensees, etc.; and (2) to provide timely notification to criminal justice agencies regarding events reported to the NGI system pertaining to individuals under authorized law enforcement investigation or under the supervision of criminal justice agencies. The information requested is required by 28 CFR 20.1 to ensure the FBI collects, stores, and disseminates identity history information in a manner to ensure accuracy, completeness, currency, integrity, and security while protecting individual privacy.

The estimate average burden associated with this collection is 5 minutes per respondent, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Department Clearance Officer, United States Department of Justice, Justice Management Division, Policy and Planning Staff, Washington, DC 20530.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Name – Individual enrolling for Rap Back Subscription
2. DOB – Date of Birth
3. SSN – Social Security Number
4. UCN/FBI# - Universal Control Number/FBI# of the individual (Replaces FBI#)
5. SID# - State Identification Number assigned by the State Identification Bureau
6. EVI – Event Identifier
7. NCN – NGI Control Number (Replaces ICN/ECN#)
8. RB Sub ID – Rap Back Subscription Identification Number
9. Subscribing CRI – Subscribing Agency Identification Number
10. Submitting ORI – Submitting Agency Identification Number
11. Originating Agency Case Number – (Criminal Subscriptions Only) – Used to indicated Case Number Associated with Subscription.
12. Requested Service – Type of service requested for the Rap Back Subscription
  - a. Enroll – Places a Rap Back Subscription on an individual
  - b. Replace – Update the existing data fields in the Rap Back Subscription. (Name, DOB, Rap Back Activity Notification Format, Rap Back Opt-Out In State Indicator, Rap Back Attention Indicator, Rap Back Expiration Date, Rap Back Trigger, Rap Back Recipient, Rap Back Disclosure Indicator, and Rap Back User Defined.
  - c. Cancel – Used to cancel the Rap Back Subscription (**must include** the FBI Number/UCN and the Rap Back Subscription Identifier)
  - d. Delete – Remove subscription data from the Rap Back Subscription
  - e. Append – Add additional information to the Rap Back Subscription
  - f. Un-Cancel –Re-Activate the Rap Back Subscription within 60 days of the Subscription being canceled. (**must include** FBI Number/UCN and Rap Back Subscription Identifier)
13. Subscription Type – Type of Rap Back Subscription
  - a. Civil
  - b. Criminal
14. Rap Back Category – Identifies the correct category of the subscription so that NGI will use the correct Purpose Code when generating criminal history information (only used for Category Based Subscriptions)
  - a. I – Volunteer, Child Care/School Employee, Non-Criminal Justice Employee and Licensing
  - b. J – Criminal Justice Employee
  - c. S – Security Clearance Information Act (SCIA)
  - d. CI – Criminal Justice Investigative
  - e. CS – Criminal Justice Supervision
15. Rap Back Disclosure Indicator (Criminal Subscriptions Only) – Used to indicate whether the Rap Back Subscription should be visible on Rap Sheets generated to other criminal justice agencies.
16. Subscription Term – (optional) Term of the Rap Back Subscription
17. Activity Notification Format – Notification response designated by Subscription owner
18. Expiration Date – Date Rap Back Subscription expires and needs to be re-validated within NGI
19. Opt out of In-State Notifications – Notification not necessary if notifying event originated within the subscribing state
20. Rap Back Trigger – Specify which events to receive a Rap Back notification
  - a. Criminal Retain Submission (Default) – Retained Criminal Ten Print Submission
  - b. Dispositions – A reported disposition transaction
  - c. Civil Retain Submission (Limited) – A Retained civil transaction is placed on the Identity History Summary
  - d. Expunge/Partial Expungement – Complete or partial expungement of arrest information
  - e. Want Addition – An entry is added to the NCIC Wanted Person File or Immigration Violator File
  - f. Want Deletion – An entry is deleted from the NCIC Wanted Person File or Immigration Violator File
  - g. Want Modification – A modification is made to an Identity History Summary
  - h. Sex Offender Registry Addition – A record is entered into the Sex Offender Registry
  - i. Sex Offender Registry Deletion – A record is deleted from the Sex Offender Registry
  - j. Sex Offender Registry Modification – A record is modified in the Sex Offender Registry
  - k. Death Notice with Fingerprints – NGI has received a death notice supported by fingerprints associated with a subscribed Identity.
  - l. Death Notice without Fingerprints – NGI has received a death notice not supported by fingerprints associated with a subscribed identity.
21. Attention Field (max 50 Characters) – Contains Subscriber-designated individual or Section to whose attention any inquiry or notification should be directed and a 24/7 contact number.
22. Recipient Field (max 19 characters) – Contains ORI number of Recipient Agency
23. User Defined Field – Free text fields to include Field Name (50 characters) and Field Text (100 Characters) for use by agencies.