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## Applicant Privacy Notification Policy

### **Notification**

The City of Perry issues alcohol licenses and as a part of the process conducts fingerprint based background checks through the Georgia Crime Information Center. Prior to fingerprinting each individual must complete an application and receive a copy of both the Applicant Privacy Rights and the Privacy Act Statement. The City of Perry provides the applicant with the privacy rights. A copy is provided as part of the application packet

Once the applicant had read and understands the Applicant Privacy Rights and the Privacy Act Statement, they will sign a form stating the notification was received and maintain such document for no less than 3 years.

### **Record Challenge/Correction**

If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record they will be given 30 days to do so. The applicant is notified that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia record can be found on the GBI website. The applicants will be given a copy of the criminal history record.

### **Appeal Process**

The applicant is provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint based background check. The procedures for the appeal process are as follows:

- 📍 Perry City Police will review the CHRI and render their opinion in a closed door session with the Mayor, Council and City Manager
- 📍 The applicant is aware prior to the hearing that CHRI may be disclosed;
- 📍 The applicant is not prohibited from being present at the hearing
- 📍 CHRI is not disclosed during the hearing if the applicant withdraws from the application process.