

CISIVE



ALL ABOUT

FBI FINGERPRINTING

And its Role in Thorough Criminal Searches

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INTRODUCTION

Note: This article primarily applies to those ordering background checks within the United States.



Fingerprinting is the process of collecting fingerprints either electronically (live scan) or manually (hardcopy ink-and-roll and/or digital capture printed on hardcopy cards) for the purpose of processing a background check. It helps employers verify a candidate's basic information, as well as arrest information and outcomes. While many people may share the same name, each of us has a unique fingerprint, helping to ensure you have the most accurate information for your applicant.

The fingerprint background check can be submitted to the Federal Bureau of Investigation (FBI), the Financial Industry Regulatory Authority (FINRA), the Nationwide Multistate Licensing System & Registry (NMLS), or the Defense Counterintelligence and Security Agency (DCSA), depending on your organization's industry and regulatory requirements.



SUPPLEMENT FINGERPRINTING WITH CRIMINAL SEARCHES

Fingerprinting alone, while useful, is best supplemented with a more thorough background check, including county criminal searches. This is because the **FBI records** that return on a fingerprint-based background check are dependent on information provided by the state that houses the record.

States are completely reliant on county courts to provide records, including the final outcome in cases. Some courts have electronic interfaces; however, many do not. Records from counties without electronic interfaces typically do not provide that information up to the state, and the records in turn do not transmit to the FBI.

As of 2020:



Only **29 states** have fully automated criminal history files.



On average, only **69% of arrests** in state databases have final dispositions reported.



Sixteen out of **23 states** participating in the National Fingerprint File (NFF) do not send disposition information to the FBI on second and subsequent arrests.

Additionally, FBI records stem from fingerprints. If an incident doesn't stem from or involve fingerprint capture, it is not likely to be included in FBI records.

By **utilizing a county criminal search** to supplement your fingerprint background check, you can ensure you get a better view of your candidate and their full criminal history.

Source: SEARCH, The National Consortium for Justice Information and Statistics. Survey of State Criminal History Information Systems, 2020



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WHO SHOULD UTILIZE FINGERPRINTING?

Many industries and job positions require a **fingerprint background check**, including financial services, mortgage lenders, public schools, daycare providers, government employees, and some healthcare workers. Authorized organizations can include fingerprinting as a part of their background screening package, or as a standalone product.

Cisive also has the ability to provide fingerprinting services to our clients as needed and as allowed by state and federal agencies.



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COLLECTION METHODS



Cisive strongly recommends electronic fingerprint capture, also called live scan. **Live scan** is by far the fastest and most cost-effective option, compared to the manual hardcopy “**ink-and-roll**” method. A hardcopy fingerprint card incurs an extra processing fee as well as the card expense, has lower image quality causing a higher rate of rejected fingerprints, and takes longer to process.

With live scan, the fingerprint technician can work with the applicant to ensure many problems that may result in illegible prints are resolved on the spot, allowing an applicant multiple tries until the perfect fingerprint is collected.

Additionally, with live scan through **Cisive's Fingerprinting solution**, the applicant's personal data is more secure. Only the first and last name are embedded in a QR code provided by Cisive that the applicant takes with them to the fingerprint capturing location, and it's transmitted electronically from there.

Historically, with a hardcopy fingerprint card, the applicant's personal data is collected on a physical card and changes hands through the submission process, exposing the applicant's data to whoever sees the card.





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FINGERPRINTING WITH CISIVE



Cisive provides our clients' applicants with **800+ live scan fingerprint** capturing locations nationwide, allowing them to choose a convenient location. Cisive's brand for government employment screening solutions, ScreenID (previously Inquiries Screening), is one of only a few Consumer Reporting Agencies (CRAs) on the list of 12 approved channelers nationwide for Electronic Fingerprint Submission (EFS).

For those utilizing hardcopy print cards for DCSA, these can be converted into a Secure Web Fingerprint Transmission (SWFT) compliant format. We can then upload SWFT fingerprints (both those sent in hardcopy and those captured electronically) to the DCSA's Fingerprint Transaction System (FTS) on their behalf.



CISIVE CLIENTS

Your organization can either order a **fingerprint background check** as a part of your integrated background check package, or as a standalone report. Once the product is ordered, Cisive takes it from there!

If the applicant needs support at any point in the process, they can contact **Cisive's Help Desk** directly, relieving this burden from our clients.

APPLICANTS



Once a fingerprint background check has been ordered, the applicant will be invited to Cisive's platform to select a convenient fingerprint collection location near them. They will also provide Cisive the personal data required by the FBI, including biographical data such as height, eye color, etc. This data is securely stored by Cisive, and only the applicant name is embedded in a QR code that the applicant will then provide to the fingerprint technician. This reduces the amount of Personally Identifiable Information that is transmitted and viewed by the technicians.

The applicant then makes their way to the fingerprint collection location to scan their QR code and provide their fingerprints using live scan technology.

FINGERPRINT REPORTS



ScreenID, a Cisive company, will yield a **Criminal History Record Information (CHRI)** report. The CHRI may include:

- Confirmation of candidate's name, date of birth, and social security number
- Arrest records from all states in the U.S.
- Any charges, convictions, acquittals, etc. associated with arrests
- Felony and misdemeanor crimes
- Major changes to credit history, including bankruptcies

Cisive also offers CHRI Record Perfection and CHRI Review.

CHRI Record Perfection is a name-based Criminal History Record Check, pursued at the statewide, or county, criminal repository, derived from FBI CHRI record results provided by the client.

CHRI Review includes Cisine's review of the client provided CHRI report and order initiation of name-based Criminal History Record Checks in each jurisdiction where a criminal record was reported.

Both options allow clients the opportunity to obtain a more complete picture of the applicant's criminal history before making a hiring decision.



WE HOPE THAT YOU HAVE ENJOYED READING THIS FINGERPRINT WHITE PAPER



Contact Cisive to develop a thorough background screening program that meets your regulatory requirements and fits your organization's needs.

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