

TO:	DATE:
FROM DEPARTMENTAL HUMAN RESOURCES OFFICE:	

INSTRUCTIONS FOR OBTAINING A CRIMINAL HISTORY CHECK

HR Office to select the appropriate instructions. Applicant to follow the checked box instructions:

	<u>APPLICANTS TO BE FINGERPRINTED ON THE ISLAND OF OAHU, NEIGHBOR ISLANDS OR OUT-OF-STATE</u>
	<p><u>Fieldprint:</u></p> <ol style="list-style-type: none"> 1. Applicant: Complete the attached Request, Consent And Notification For Fingerprint Clearance form (HRD 329b); return the completed HRD 329b to employer. 2. Employer: Provide Fieldprint instructions and Fieldprint code to applicant. 3. Applicant: Schedule an appointment with Fieldprint online, enter code provided by employer, pay fees if applicable, and acknowledge consent and notification and FBI Privacy notices online. 4. Applicant: Provide a valid picture ID at Fieldprint appointment. Fingerprints are electronically sent to the HCJDC to process. 5. Employer: Results are available in the HIJIS portal for employer.
	<p><u>Hawaii Criminal Justice Data Center (HCJDC):</u> Located only in Honolulu: Kekuanao'a Building, 465 South King Street, Room 102. Phone: (808) 587-3279</p> <ol style="list-style-type: none"> 1. Applicant: Complete the attached Request, Consent And Notification For Fingerprint Clearance form (HRD 329b); provide completed HRD 329b to HCJDC. 2. Applicant: Contact the HCJDC to schedule an appointment and complete COVID questionnaire over the phone. 3. Applicant: Provide a valid picture ID and HRD 329b form at the HCJDC appointment. 4. HCJDC staff: Complete Part II of the HRD 329b and interoffice form to employer. 5. Employer: Results are available in the HIJIS portal for employer.

	<u>APPLICANTS NOT REQUIRING FINGERPRINTS</u>
	<p>Complete the attached Request for Criminal History Record Clearance for State Employment form (HRD 329c) and return it to the Departmental Human Resources Office. It is important and necessary that you follow these instructions, completing the forms as required. Your employment in a State position may be allowed after we receive a report concerning your clearance and approve your qualifications.</p>