

Procedures for Processing an Inmate's Request to Review and/or Challenge Criminal History Records

- An inmate's request shall be reviewed by case management/designee for a possible resolution.
- If a resolution is not possible at the institutional level, the inmate may submit a request to CJIS Central Repository for Maryland convictions, or to the Federal Bureau of Investigation (FBI) for convictions received in another state. The inmate may obtain the necessary documents from the case management department/designee.
- An inmate is required to pay a one-time fee to CJIS Central Repository or to the FBI to review and/or challenge his/her criminal history record.
- If an inmate is indigent, he/she must file a verified certificate of indigence as defined in DOC.175.0002.
 - a. Requests to CJIS Central Repository shall have a Petition for a Waiver of Fee and Application for Criminal History Record Check; both documents may be obtained from the case management department/designee.
 - b. Requests to FBI shall have an attached statement, on Division of Correction letterhead, from the case management department confirming the inmate's indigence per DOC.175.0002. The inmate shall also complete and attach an Application for Criminal History Record Check.
 - c. Indigent inmates may only use the institution's address for receiving a response. Any other address used will negate indigent status.
- An inmate is required to provide verification of his/her identity through a **clear** fingerprint comparison with CJIS Central Repository and/or FBI records.
- Once the inmate has received a response from CJIS and/or the FBI, the inmate shall return the fingerprint card to the case management department/designee to be placed in his/her base file. If the inmate desires to challenge his/her criminal history record, the inmate may use the same fingerprint card that was used to review his/her criminal history record. Once the inmate receives a final decision from CJIS and/or the FBI, the fingerprint card shall be filed in the inmate's base file.

NOTE: The inmate may not have his/her fingerprints taken more than once during the current incarceration to review and/or challenge his/her criminal history record.

Addresses:	CJIS Central Repository 6776 Reisterstown Road Baltimore, MD 21215	FBI CJIS Division – Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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