



## **Request for Exemption from Electronic Information Sheet**

### **Instructions:**

Complete exemption form in its entirety.

The following are the **ONLY** accepted reasons for an exemption as of June 1, 2008:

1. Applicant's home address is 75 miles or more from the nearest WebCheck location.
2. Out-of-state applicant.
3. Poor quality fingerprints (Not able to capture at WebCheck location.) Please provide the name of location where the background check was attempted on the waiver form.
4. BCI/FBI Rejects from original electronic submission. Note: The original reject letter must accompany the fingerprint card(s).
5. Public Housing Organization background checks.
6. Background check is for a military base and is paid for by the federal government.

Waivers of the electronic submission requirement will be evaluated on a submission by submission basis.

No "blanket" or agency-wide waivers will be granted.

Exemption requests that are denied will be returned to the submitting agency. Any card that is submitted without a waiver form will also be returned.

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