

Background Check Instructions

The Connecticut Bar Examining Committee (CBEC) will request Connecticut and Federal background checks for all applicants seeking admission to practice as an attorney in the state of Connecticut. You must submit your fingerprints and the proper fees to CBEC so that a request can be made. Detailed instructions on submitting your fingerprints and the proper fees to CBEC are below. Background checks received from applicants will NOT be accepted. Those who have previously filed an application for admission in Connecticut should check their first status sheet in order to determine whether the background checks must be updated.

Fingerprints:

Each applicant will need to have his or her fingerprints taken by a law enforcement or other authorized entity. Applicants should call their local police department or State Police to determine where they may be fingerprinted and to determine whether there is a fee for this service. Fingerprints must be taken using fingerprint cards known in Connecticut as “green cards.” A fingerprint card will be sent to each applicant with his or her first status sheet to ensure the proper card is used. Applicants who submit fingerprints on a card other than the one provided by CBEC will have their fingerprints and fees returned to them. The cards must not be folded. Applicants who submit folded fingerprint cards will have their fingerprints and fees returned to them.

Fees:

Each applicant must provide two checks made out to “Treasurer, State of Connecticut.” One must be for \$12.00 and one must be for \$50.00. These fees **cannot** be combined. Improperly submitted fees will be returned to the applicant.

Submitting fingerprints and fees to CBEC:

Fingerprints and the proper fees must be submitted together to CBEC, 100 Washington Street, 1st Floor, Hartford, CT 06106.

Privacy:

Applicants will receive a copy of the Privacy Act Statement, the Noncriminal Justice Applicant’s Privacy Rights and the Agency Privacy Requirements for Noncriminal Justice Applicants with their first status sheet. These documents should be reviewed and retained by the applicant. These documents can also be found on our website: <http://www.jud.ct.gov/cbec/faq3.htm>.

What if the background check reveals a record?

If the background check reveals a record, a copy of the record will be mailed to the applicant’s home address and the applicant will be given 90 days from the date of mailing to obtain a change, correction or update to the record if the applicant chooses to do so. The procedure to obtain a change, correction or update is found in Title 28, Code of Federal Regulations (CFR), Section 16.34.

What if an applicant fails to submit these items?

In order for an application to be complete for purposes of Article IX-1 of the CBEC Regulations, an applicant must submit his or her fingerprints and the proper fees to CBEC so that a request for background checks can be made. If these items are not received, that application will remain incomplete. Applications which remain incomplete after one year of filing shall be deemed to be withdrawn pursuant to Article IX-1 of the CBEC Regulations. NOTE: Applicants must comply with Article IX-2 of the CBEC Regulations if their background checks are not received by CBEC within nine (9) months of when their applications are filed.