

**WHAT TO DO IF YOU ARE "DENIED"
BUT THINK YOU DON'T MEET THE CRITERIA**

Contractors who are "DENIED" due to their Criminal History get an immediate review to verify that the denial is proper. Denials are not posted until they have been reviewed. If your access request was denied and you believe that you don't meet the criteria, follow the instructions below. Since the Criminal History was determined by name and date of birth check on NCIC, and cross verified with SSN, it's possible that a denial based on these factors could be mistaken.

Instructions:

1. The applicant should request his/her **OWN** record by submitting a written request and fingerprint cards to the FBI and paying \$18.00. The instructions on how to do so are at:

<http://www.fbi.gov/about-us/cjis/identity-historysummary-checks/order>

2. Once the results are received from the FBI, the entire report should be mailed to:
Regional Security, (Attn: Personnel Screening Center)
Norfolk Naval Station
1510 Gilbert St.
Building N-26, Norfolk, VA 23511

3. Ensure that you include contact information so that the Screening Center can get in touch with you.

4. **DO NOT CALL** REGIONAL SECURITY or PASS&ID - by law we cannot and will not tell you specifically "why" you're denied.

**WHAT TO DO IF YOU ARE "DENIED" BUT THINK THERE
ARE EXTENUATING CIRCUMSTANCES**

- Explain the extenuating circumstances to your company.
- Your company may forward the explanation to their Trusted Agent (TA) or Authorizing Official (AO). This is the Government point of contact to whom your name was submitted for sponsorship.
- The **TA** or **AO** will either **choose whether or not** to make an appointment with Installation Commanding Officer or Executive officer to explain:
 - Why they need you to work,
 - What mitigations the command is prepared to put in place, or;
 - What mitigations the company will put in place
- If the CO or XO decides to grant an exception to the denial criteria, the Regional Security Officer will be notified of that decision. If not, the "DENIED" status will remain in effect.

DENIAL CRITERIA FOR MID-ATLANTIC BASES

- Felony conviction of any type within 10 years, or a felony arrest that has not been adjudicated yet (includes "Deferred Findings").
- Sex Offender Registry or Sex Offense conviction is permanent denial per OPNAVINST
- Debarment from one Navy Installation includes reciprocal debarment from all Navy Installations.