**Section 1510.300 Request for Administrative Appeal**

a) An individual shall file with the Authority a request for administrative appeal within 56 days of receipt of written notification that an administrative review has been completed by the reviewing agency of the state central repository. Such request shall be submitted to the Authority on an "Administrative Appeal Complaint Form," or, if such form is unavailable, a written request for administrative appeal may be substituted.

b) An Administrative Appeal Complaint Form shall contain the reviewing agency's name and the National Crime Information Center (NCIC) number, the State identification number, the individual's full name, address and telephone number, date of birth, notices and instructions, the reviewing officer's name and identification number, the individual's signature, the date filed, space for narrative explaining the specific item or items challenged as being incomplete or inaccurate, the exact correction(s) the individual would have the Authority make, and a space where the individual may request an oral hearing. The form shall also contain a space for a narrative to allow explanation of the reason for the appeal.

c) Upon receipt of a request for an administrative appeal, the Appeals Committee shall request that the state central repository or reviewing criminal justice agency forward within seven (7) days all documentation and information used by the reviewing agency to reach its decision.