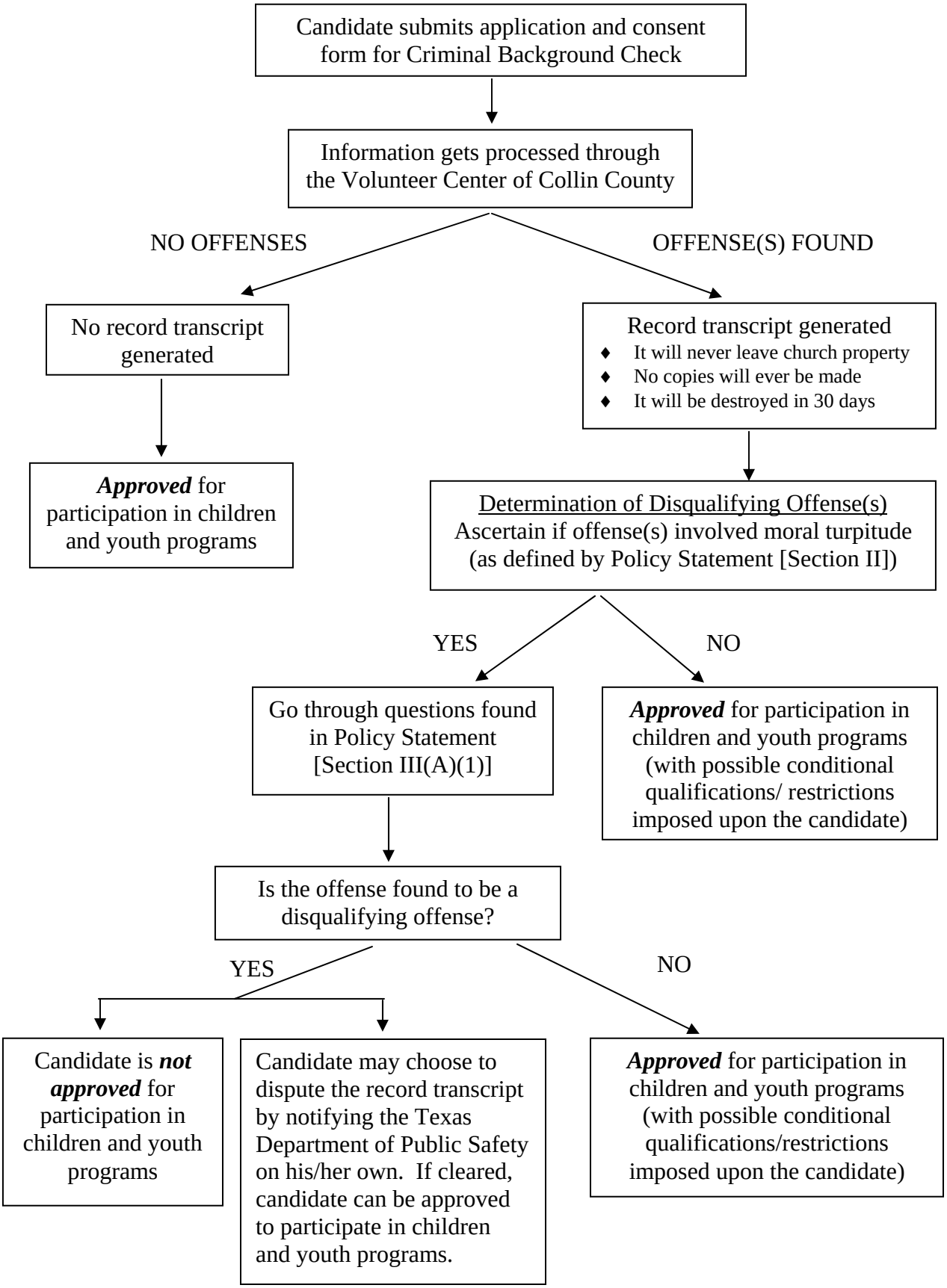PROCESS FLOW CHART FOR CRIMINAL BACKGROUND CHECKS