STEP II. Send your fingerprint card to the FBI to do CBC.

$18 on May 1, 2014

Identification Record Request/Criminal Background Check

Submitting an Identity History Summary Request to the FBI

Step 1: Complete the Applicant Information Form.

- If the request is for a couple, family, etc., all persons must sign the form.
- Include your complete mailing address. Please provide your telephone number and/or e-mail address, if available.

Note: Due to changes in processing, effective October 12, 2013, the FBI will no longer accept return self-addressed stamped envelopes with Departmental Order requests. This includes pre-paid Priority Mail, FedEx account numbers, United Parcel Service, etc., foreign postage coupons, and requests to forward correspondence to the Department of State for the apostille process. Envelopes received postmarked after this date will be destroyed. The FBI will return all results, both foreign and domestic, by U.S. First-Class Mail via the United States Postal Service. Thank you for your patience as we try to streamline our processes to improve our service to you.

Step 2: Obtain a set of your fingerprints.

- Provide the original fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth must be provided on the fingerprint card. Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes. The FBI will accept FD-258 fingerprint cards on standard white paper stock.
- Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions).
- If possible, have your fingerprints taken by a fingerprinting technician. This service may be available at a law enforcement agency.
- Fingerprints taken with ink or via live scan are acceptable.
- To ensure the most legible prints possible, refer to the Recording Legible Fingerprints brochure. If fingerprints are not legible, the fingerprint card will be rejected. This could cause delays in processing and could also result in additional fees.

Step 3: Submit payment.

- Option 1: Pay by credit card using the Credit Card Payment Form. Don't forget to include the expiration date of the credit card that you are using.
- Option 2: Obtain a money order or certified check for $18 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.

Important note: Cash, personal checks, or business checks WILL NOT be accepted and sending any of these will delay processing of your request.

- Payment must be for the exact amount.
- If the request is for a couple, family, etc., include $18 for each person.
- If the request is for multiple copies per person, include $16 for each copy requested.
- The FBI will not accept additional payment to expedite your request.

Step 4: Review the Identity History Summary Request Checklist to ensure that you have included everything needed to process your request.

Step 5: Mail the required items listed above—signed applicant information form, fingerprint card, and payment of $18 U.S. dollars for each person or copy requested—to the following address:

FBI CJIS Division - Summary Request
1000 Custer Hollow Road
Clarksburg, WV 26306

Note: Although the FBI employs the most efficient methods for processing these requests, the processing time is currently 22 calendar days due to the volume of requests received, as well as past government status. Please allow additional time for mail delivery. We respectfully request that you refrain from calling to check on the status of your request prior to six weeks. For assistance, contact the Customer Service Group at (304) 625-5590.

$18 as of May 1, 2014

Check the website for the most up-to-date fee if you plan to use a certified check or money order.
Check list: Did You Remember To...?

Please check the boxes to ensure that you have included everything needed to process your request.

☐ Include a completed application form.

☐ Sign your application. Note: If for a couple, family, etc., all must sign the application.

☐ Include a completed fingerprint card. A completed fingerprint card includes the following:

  1. Name
  2. Date of Birth
  3. Descriptive Data
  4. All 10 rolled fingerprint impressions.
  5. The plain impressions including thumbs of both hands.
  6. Current fingerprint card-no older than 18 months.

☐ Include a credit card payment form, certified check*, or money order for $18.00 per request. Note: This amount must be exact. Check if the fee has changed.

☐ If using a credit card, please ensure the credit card payment form is filled out completely. Don’t forget to include the expiration date of the credit card that you are using.

☐ If paying with a certified check or money order, make it payable to the Treasury of the United States.

*CASH OR PERSONAL/BUSINESS CHECKS ARE NOT AN ACCEPTED FORM OF PAYMENT.

☐ Include a form of contact information (i.e., e-mail, telephone number) in case we need to contact you.

*To issue a certified check, the bank verifies that sufficient funds exist in the requestor's account to cover the check and so certifies payment at the time the check is written. Those funds are then set aside in the bank’s internal account until the check is cashed or returned to the payee.
PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of identity history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to complete.

Applicant Information * Denotes Required Fields

*Last Name ________________________________________________
Middle Name 1 ____________________________________________

*First Name ______________________________________________
Middle Name 2 ____________________________________________

*Date of Birth: ____________________________

*Place of Birth: ____________________________

*Country of Citizenship: ____________________________

Country of Residence: ____________________________

Prisoner Number (if applicable): ____________________________

*Last Four Digits of Social Security Number: ____________________________

*Height: ____________________________

*Weight: ____________________________

*Hair (please check appropriate box):

____ Bald  ____ Black  ____ Blonde/Strawberry  ____ Blue  ____ Brown  ____ Gray  ____ Green  ____ Orange  ____ Pink

____ Purple  ____ Red/Auburn  ____ Sandy  ____ Unknown  ____ White

*Eyes (please check appropriate box):

____ Black  ____ Blue  ____ Brown  ____ Gray  ____ Green  ____ Hazel  ____ Maroon  ____ Multicolored  ____ Pink  ____ Unknown

Applicant Home Address

*Address ____________________________________________

*City ____________________________________________

*Postal (Zip) Code ____________________________________________

Phone Number ____________________________________________

Mail Results to Address

C/O ____________________________________________

Address ____________________________________________

City ____________________________________________

State ____________________________________________

Postal (Zip) Code ____________________________________________

Country ____________________________________________

Phone Number (if different from above) ____________________________________________

Payment Enclosed: (please check appropriate box)

____ CERTIFIED CHECK  ____ MONEY ORDER  ____ CREDIT CARD FORM

Reason for Request:

____ Personal review  ____ Challenge information on your record

____ International adoption  ____ Live, work, or travel in a foreign country

____ Adoption of a child in the U.S.  ____ Other

* APPLICANT SIGNATURE ____________________________________________

DATE ____________________________

Mail the signed applicant information form, fingerprint card, and payment of $18 U.S. dollars to the following address:

FBI CJIS Division – Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

You may request a copy of your own Identity History Summary to review it or obtain a change, correction, or an update to the summary.
Credit Card Payment Form

* Denotes Required Fields

Applicant Name

* Name
(as it appears on credit card)

Company Name (if applicable)

* Billing Address
Billing Address 2

* City

* State/Province

* Postal (ZIP) Code

* Country

* Credit Card #:  □□□□□□□□□□□□□□□□□

* Expiration Date (MM/YYYY) 

* Total Amount To Be Billed To Credit Card $ 

(    x $18 US Dollars Per Request)

* Card Holder Signature 

No Charge Backs or Refunds
All Sales Final