

## Submitting a Criminal 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 \$18 for each copy requested.
- The FBI will not accept additional payment to expedite your request.

**Step 4:** Review the Criminal 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.

**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 criminal 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 the Privacy Act of 1974 and all applicable routine uses. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

**Applicant Information \* Denotes Required Fields**

\*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_  
Middle Name 1 \_\_\_\_\_ Middle Name 2 \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ \*Place of Birth: \_\_\_\_\_ U.S. Citizen or Legal Permanent Resident:  
Yes  No

\*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 \_\_\_\_\_ \*State \_\_\_\_\_  
\*Postal (Zip) Code \_\_\_\_\_ \*Country \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

**Mail Results to Address**

C/O \_\_\_\_\_ ATTN \_\_\_\_\_  
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  Adoption of a child in the U.S.  
 International adoption  Live, work, or travel in a foreign country  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 Criminal History Summary to review it or obtain a change, correction, or an update to the summary.*