

Obtaining an FBI Record

All instructions to provide proof that a record does not exist or to conduct a personal review and/or obtain a change, correction, or update of your record can be found on the FBI website at: <http://www.fbi.gov/hq/cjisd/fprequest.htm> *It is highly recommended that all applicants visit the FBI website for the most up-to-date information about requirements, as they may change at any time.*

As of February 2013, the following items were needed to submit an information record request to the FBI:

Step 1: Complete the FBI application. Download and print a standard application form from the FBI website. Make sure to sign and date the application form.

Some consulates require an FBI authentication on the record. Currently, the FBI authenticates all records. Once the FBI record is released to the student, s/he will send the record to the Office of Authentications at the U.S. Department of State to receive an "Apostille of the Hague" stamp. Visit the Office of Authentications website at <http://www.state.gov/m/a/auth/> for specific instructions on obtaining the Apostille (including a sample cover letter, information on fees, mailing address, and other recommended inclusions).

It's important to note that because the FBI record is a federal document, it *must* be authenticated by a federal agency (the U.S. Department of State). Students should *not* submit their FBI records to their local Secretary of State offices for issuance of the Apostille of the Hague stamp.

If time is limited, visa processing agencies in the United States can be utilized to expedite the issuance of an Apostille stamp. This will entail an additional fee for the student.

Step 2: Obtain fingerprints. Download and print the "Standard fingerprint form - FD-258" from the FBI website.

Contact your local police station and ask if there are any special days/times that they do fingerprinting. In some cases, fingerprinting may only be performed once a week, so you may have to plan ahead a bit. Also ask how much the fingerprinting service will cost and make sure you know the acceptable forms of payment (money order, personal check, cash, etc.). When ready go to your local police station and get your fingerprints made. If the police station has a standard fingerprint card that they want to use, that is fine. The FBI form is only a back-up in case the police station does not have the necessary card. It's recommended that you ask for more than one set of prints, in the event that one set is unreadable.

The person who collects your fingerprints will need to provide specific information on the FBI form or the local version of the fingerprint form. At the very least they should complete the "Signature of official taking fingerprints" and potentially will complete other blanks as well. After they are finished, you will need to make sure all the following blanks are complete before mailing your request:

Left column i. Signature of person fingerprinted ii. Residence of person fingerprinted (must match the address on the cover letter) iii. Date iv. Reason fingerprinted ("student visa")

Middle column i. Citizenship ("U.S.") ii. Social security number
Right column i. Sex ii. Race (A = Asian, B = Black, I = Native American, U = other, W = Caucasian) iii. Height (Hgt) iv. Weight (Wgt) v. Eyes vi. Hair vii. Date of birth viii. Place of birth (city and state)
Other items on the card can be left blank.

Step 3: Provide payment.

You may choose to pay the FBI processing fee with a money order or you can complete the "credit card payment form" found on the FBI website. Please ensure the payment amount is exactly \$18 for each copy requested. The money order must be made payable to the Department of Treasury or the FBI. The credit card form must be signed and the dollar amount completed. If the credit card you use is in someone else's name, ensure that you complete the entire form, including the notary section at the bottom. Incomplete forms will result in request being rejected.)

Step 4: Mail the request to the FBI.

Mail the information record request to:

FBI CJIS Division - Record Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306

Step 5: Await your record from the FBI! Your request should be processed within 4-6 weeks of receipt and mailed to you at the address provided on the application. You will receive one of the following documents:

- 1) A letter from the CJIS division, which shows your name, the date of the request, and the results ("no arrest record - FBI"). -OR-
- 2) A letter from the CJIS division, which shows your name, the date of the request, and the results ("match to an FBI record") and a copy of your FBI record with details about your crimes.

Note: Your fingerprint cards will NOT be returned to you.

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