

## **IMPORTANT NOTES AND FREQUENTLY ASKED QUESTIONS**

If you are **NOT** a U.S. Citizen or Legal Permanent Resident **OR**  
If you require an **APOSTILLE** or **AUTHENTICATED** copy of your report,  
You **MUST** submit your request directly with the FBI CJIS Division.  
Please visit: <http://www.fbi.gov/about-us/cjis/nics/general-information/cgbrochure>

### **What is U.S. Departmental Order 556-73 and 28 CFR Part 16?**

As related to CFR 28 Part 16, subpart C, and in accordance with an order dated September 24, 1973, the Attorney General of the United States directed that the FBI publish rules for the dissemination of arrest and conviction records, upon request, to the individual subjects of such records. In accordance, the FBI shall release copies of such records upon the submission of a written request, satisfactory proof of identity of the requesting individual, and a processing fee. For more detailed information regarding these regulations, contributing agencies and definitions please visit: <http://www.fbi.gov/about-us/cjis/background-checks/order>.

### **What information is provided in my FBI Criminal Record / FBI Identification Record report?**

The FBI report you will receive is often referred to as a "Rap Sheet". This detailed report will provide you with a complete listing of the information received and maintained by the FBI in connection with arrests. In addition, this account may include data connected with federal employment, naturalization, and/or military service. The data provided will contain the date and name of the agency from which the data was gathered. Criminal offense records will disclose the date of arrest or the date the individual was received by the submitting agency, the arrest charge(s), and the arrest disposition(s) if it is known.

### **Where can I get my fingerprints taken?**

You may contact your local, county, or state law enforcement agency to schedule a fingerprinting appointment. Some live scan facilities also offer ink-rolling options. Be sure that your fingerprints are rolled by a trained technician. You may consider having two sets of prints ink-rolled if the images are questionable.

### **Where do I get fingerprint cards?**

Most law enforcement agencies and/or live scan facilities have fingerprint cards available upon request. Please be sure to request the use of the standard FBI Fingerprint Form (FD-258). You may also visit the FBI website to download a card for print at: <http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form-fd-258>

### **If I have been fingerprinted in the past, can you use those fingerprints?**

No, we cannot accept previously rolled fingerprint images. Your fingerprint images cannot be transferred between organizations. You are required to obtain a new set of ink-rolled fingerprints for submission with your request.

### **How long does it take to have my fingerprints rolled?**

Typically, it takes approximately 5-10 minutes for a trained technician to ink-roll your fingerprints onto a single fingerprint card.

### **What information do I need to submit?**

The FBI requires that you provide the following information:

|                              |                      |
|------------------------------|----------------------|
| Name / Alias (if applicable) | Email Address        |
| Date of Birth                | Phone Number         |
| Address                      | Eye Color/Hair Color |
| Country of Citizenship       | Height/Weight        |
| City and State of Birth      | Race                 |
| Sex (Male/Female)            |                      |

Also, when you arrive at a location for fingerprinting, you will be required to provide two (2) forms of identification, one of which must be a government issued photo ID. The following are acceptable forms of photo identification:

|                               |                                  |
|-------------------------------|----------------------------------|
| State Issued Driver's License | State Issued Identification Card |
| U.S. Passport                 | Work Visa (with photo)           |
| Military Identification Card  |                                  |

### **Which box do I check as the "Reason for Request" on the Applicant Information form?**

Choose the box that best describes the reason for your FBI Criminal Record request.

### **Can I request a copy of my FBI Criminal Record for employment or licensing purposes?**

No. You may place a request for a copy of your own FBI Criminal Record report for personal review, pursuant to DO 556-73 and under the regulatory authority of 28CFR16.32, only.

### **Will the personal information I provide be protected?**

As a provider of background screening information for over 25 years, we are committed to, and experienced in, the highest level of security. We follow a strict security protocol that allows us to maintain access to FBI information as well as other sensitive information. You can rest assured that we will handle your request with your security in the highest regard.

### **How is my FBI Criminal Record report sent to me?**

At this time, National Credit Reporting can send you a hard copy of your report via US Mail, USPS Priority Mail, or FedEx.

### **How long will it take to get my report?**

FBI Criminal Record reports are usually delivered, via US Mail within 5-7 days of receipt of your request. National Credit Reporting ([www.myFBIreport.com](http://www.myFBIreport.com)) offers expedited shipping options for an additional fee; 2-3 days via USPS and overnight delivery via Fed Ex.

### **How much does it cost?**

Our charge is \$ 39.95 for your FBI Criminal Record report. You will likely incur a fee for the collection of your fingerprint. This fee can vary (typically \$5-\$30) depending upon the location and method you choose for fingerprints captured.

Accepted methods of payment include: Cashier's Check / Money Order / MasterCard / Visa

### **What happens if my fingerprint images are rejected?**

When having fingerprints ink-rolled, be sure to have a complete set of fingerprints taken by a trained technician. If your fingerprints are rejected, you have the option to submit additional sets of fingerprints and incur the standard report charge each time.

At no time will National Credit Reporting (NCR) be able to conduct a "name search" of the FBI Criminal Record information - all FBI reports must be matched on fingerprint images. NCR can offer assistance other criminal record report searches, at a discounted price. Please call 800-441-1661 to inquire.

### **Will my fingerprint cards be returned to me?**

In efforts to protect personally identifiable information and to meet FBI security requirements, your fingerprint cards will be destroyed within 30 calendar days of the retrieval of your FBI Criminal Record. Therefore, it is very important for you to contact NCR if you have not received results within 21 days.

### **Can you send my FBI Criminal Record report to an address outside of the United States?**

No. The FBI does not allow CJIS Channelers to disseminate FBI Criminal Record information outside of the United States.

## **Can my FBI Criminal Record report results be sent to another individual?**

You may have your FBI Criminal Record report mailed to a designated attorney, if identified in your Applicant Information Form. For reports to be utilized by an attorney, please see specific instructions below.

## **How can I submit a request from my attorney?**

When requesting an FBI Report for use by your attorney, you must provide a written request on your attorney's letterhead. The written request must include your signature as well as your attorney's signature, and it must indicate that the FBI Criminal Record information results are to be released to your attorney.

## **How can I update or dispute my FBI record?**

The data contained in FBI Criminal Record reports is compiled from information provided by local, state, and federal agencies. Thus, the correction of these records must be handled by the contributing agency. You are required to contact the appropriate agency or central repository (i.e., police department, county courthouse, etc.) in the state of the arrest record to request further information, correction, or updating. The FBI CJIS Division does not have the authority to modify any criminal history information.

**Incorrect State (Non-Federal) Information:** In most cases, you will be required to submit a change request to the state's central repository.

**Incorrect Federal Information:** These records are typically updated by the FBI when the request is made directly from the arresting agency or from the court of record.

**Challenging Information Reported by the FBI:** You may challenge your criminal history information if you have proof or supporting documentation as to the discrepancy in question. A written record challenge request must be sent, along with your supporting documentation, to the following address:

FBI CJIS Division  
Attn: Correspondence Group  
1000 Custer Hollow Road  
Clarksburg, WV 26306

The FBI CJIS Division will only commence updates to records if/when they have confirmed such changes with the appropriate parties.