

Please Follow All The Instructions Below When Requesting  
An FBI Background Check:

1. Mail the required items listed below (applicant form, fingerprint card, and payment) to the following address:

FBI CJIS Division – Record Request  
1000 Custer Hollow Road  
Clarksburg, WV 26306

2. Please be sure to indicate on the application that results are to be returned directly to the D.C. Public Defender Service (Attn. Claire Roth, Special Counsel)
3. Include 18 U.S. dollars in the form of money order OR certified check made payable to the Treasury of the United States. **Personal checks, cash, or business checks will not be accepted**
  - Be sure to sign where required
  - Must be exact amount
4. The reason for the request must be Criminal Justice Act Certification License
5. Include your complete contact information (mailing address, email address and/or telephone number) in case the FBI needs to contact you
6. Obtain proof of identity, which consists of a set of your fingerprints (original card, NO copies), with your name, date of birth, and place of birth clearly stated at the top of the card
  - Fingerprints should be placed on a standard fingerprint form (FD-258) commonly used for applicant or law enforcement purposes (see attached blank form)
  - Previously processed fingerprint cards will not be accepted

**Please note:** For more information please visit <http://www.fbi.gov/hq/cjisd/fprequest.htm>  
If any of the above items are missing or incomplete, the request will be returned. Allow approximately 12 weeks for procession, upon receipt to the FBI. All incoming correspondence will be maintained for 3 months from the date of receipt at FBI. After that date everything will be destroyed.

# SAMPLE

1-783 (Rev. 1-31-10)

## Applicant Information Form

### Privacy Statement

**Authority:** The FBI's acquisition, preservation, and exchange of information requested by this form is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include numerous federal statutes, hundreds of state statutes pursuant to Pub. L. 92-544, presidential executive orders, regulations and/or orders of the Attorney General of the United States, or other authorized authorities. Examples include, but are not limited to: 5 U.S.C. 9101; Pub. L. 94-29; Pub. L. 101-604; and Executive Orders 10450 and 12968. Providing the requested information is voluntary; however, failure to furnish the information may affect timely completion or approval of your application.

**Social Security Account Number (SSAN):** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 U.S.C. 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks federal agencies to use this number to help identify individuals in agency records.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the federal executive branch has also published notice.

### Applicant Information \* Denotes Required Fields

\* Last Name   
\* First Name   
Middle Name 1   
Middle Name 2   
\* Date of Birth   
\* Social Security Number

Phone Number   
E-Mail

### Applicant Home Address

\* Address 1   
Address 2   
Address 3   
\* City   
\* State   
\* Postal (ZIP) Code   
\* Country

### Mail Results to Address

Check here if results are to be mailed to the home address above

C/O:  Attn:   
Address 1   
Address 2   
Address 3   
City   
State   
Postal (ZIP) Code  Country

### Payment Enclosed (please check appropriate box)

Cashier's Check  Money Order  Credit Card Form

Reason for Request

### Return Mail Options

FEDEX Account #   
Prepaid Return Envelope Enclosed  First-Class Mail

\* Applicant Signature

**APPLICANT**

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK  
LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

O  
R  
I

DC000000Z  
CJIS-WV-SCU-D2  
CLARKSBURG, WV

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB  
Month Day Year

CITIZENSHIP CIZ

SEX    RACE    HGT    WGT    EYES    HAIR    PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO. FBI

CLASS \_\_\_\_\_

REASON FINGERPRINTED

ARMED FORCES NO. MNU

REF. \_\_\_\_\_

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

1. R. THUMB

2. R. INDEX

3. R. MIDDLE

4. R. RING

5. R. LITTLE

6. L. THUMB

7. L. INDEX

8. L. MIDDLE

9. L. RING

10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB

R. THUMB

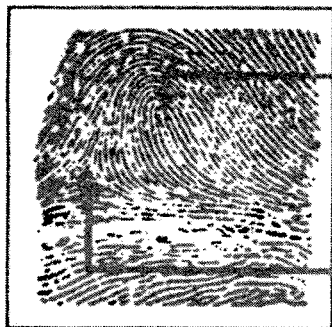
RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

The FBI Criminal Justice Information Services Division will accept the downloaded paper fingerprint card only for the purposes of requesting an FBI Identification Record through Departmental Order 556-73. If you go to a law enforcement agency or private fingerprinting agency to be fingerprinted, they may prefer to use a fingerprint card on standard card stock. You may use the fingerprint card provided by the fingerprinting agency.

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
CJIS DIVISION/CLARKSBURG, WV 26306

# APPLICANT

## 1. LOOP



CENTER  
OF LOOP

DELTA

THE LINES BETWEEN CENTER OF  
LOOP AND DELTA MUST SHOW

## 2. WHORL



DELTA

THESE LINES RUNNING BETWEEN  
DELTA MUST BE CLEAR

## 3. ARCH



ARCHES HAVE NO DELTAS

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. NOTE IN THE APPROPRIATE FINGER BLOCKS IF APPLICANT IS MISSING ONE OR MORE FINGERS FOR ANY REASON. IF NOT MISSING, ALL TEN IMPRESSIONS MUST BE PROVIDED WITH SCARS AND DEFORMITIES NOTATED.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

### THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS\*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.\*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

LEAVE THIS SPACE BLANK

### INSTRUCTIONS:

- \* 1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
  2. PRIVACY ACT OF 1974 (PL. 93-579) REQUIRES THAT FEDERAL STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION AND USES WHICH WILL BE MADE OF IT.
  - \*\* 3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
  4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- MISCELLANEOUS NO. [RECORD], OTHER ARMED FORCES NO., PASSPORT NO. [FP], ALIEN REGISTRATION NO. [AR], PORT SECURITY CARD NO. [PS], SELECTIVE SERVICE NO. [SS], VETERANS' ADMINISTRATION CLAIM NO. [VA].

### ***Did You Remember To.....?***

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

- Include a **completed** application form.
- Sign your application. *Note: If the request is 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 cashier's check\*, money order, or credit card payment for **\$18.00** per request.

*Note: This amount must be exact.*

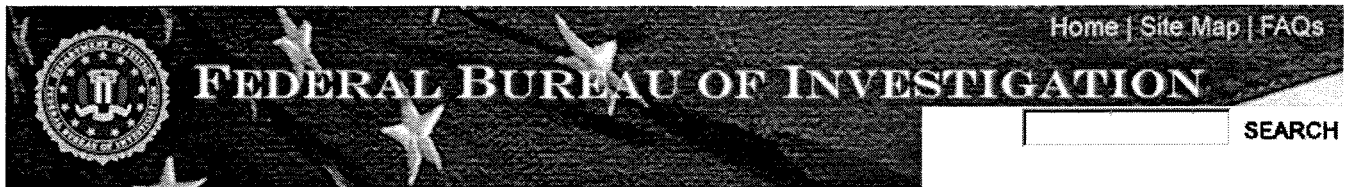
- If paying by cashier's check or money order, make it payable to the Treasury of the United States.
- If using a credit card, please ensure our credit card form is filled out completely.

***You must include the expiration date of the credit card that you are using.***

NOTE: Cash or Personal/Business Checks are Not an Accepted Form of Payment.
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- Include your contact information (for example, e-mail address, and telephone number) in case we need to contact you.**

\* A cashier's check is drawn by a bank on its own funds and signed by the bank's cashier.





### Contact Us

- Your Local FBI Office
- Overseas Offices
- Submit a Crime Tip
- Report Internet Crime
- More Contacts

### Learn About Us

- Quick Facts
- What We Investigate
- Natl. Security Branch Information Technology
- Fingerprints & Training
- Laboratory Services
- Reports & Publications
- History
- More About Us

### Get Our News

- Press Room
- E-mail Updates 
- News Feeds 

### Be Crime Smart

- Wanted by the FBI
- More Protections

### Use Our Resources

- For Law Enforcement
- For Communities
- For Researchers
- More Services

### Visit Our Kids' Page

### Apply for a Job

## Frequently Asked Questions

#### 1. Does the FBI accept personal or business checks?

No. Personal or business checks are **not** an acceptable form of payment for departmental order (DO) requests. Personal or business checks submitted with a DO request will not be returned. The CJIS Division will destroy the monetary instrument and will provide the customer a letter explaining why the monetary instrument could not be used.

#### 2. Do you have procedures for expeditious handling?

No. The CJIS Division does not expedite requests.

#### 3. Can the FBI send the results to someone (or agency) other than myself?

Under Departmental Order 556-73, the results must go back to the requester, unless otherwise specified on the **signed** application. **Note: The FBI will not send results to a government agency.**

#### 4. Where can I get my fingerprints taken?

Your local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some printing companies offer this service—check the yellow pages in your telephone book or search online.

#### 5. What if my fingerprints are continuously rejected?

Have multiple sets of fingerprints taken, preferably by a fingerprinting technician. (This service may be available at a law enforcement agency). Mail all fingerprint forms to the CJIS Division with your request. For more information on taking legible fingerprints, refer to the Recording Legible Fingerprints brochure.

#### 6. Can I use the fingerprint card I download from this site?

Yes. We will accept the downloaded paper fingerprint card only for the purpose of requesting an FBI Identification Record. If you go to a law enforcement agency or private fingerprinting agency to be fingerprinted, they may prefer to use a fingerprint card on standard card stock. You may use the fingerprint card provided by the printing agency.

#### 7. Will my fingerprint card be returned?

No. Due to concerns related to the protection of personally identifiable information, fingerprint cards are no longer being returned either for a "no record" response or with an FBI Identification Record.

Any questions regarding this matter should be directed to the CJIS Customer Service Group at (304) 625-5590.

#### 8. How do I notify the FBI if my address has changed since I submitted my request for my FBI Identification Record or if I want to verify my correct address was submitted?

Please complete the Address Change Request Form (pdf) and mail the **signed** form to the following address:

**FBI CJIS Division – Record Request**

**1000 Custer Hollow Road  
Clarksburg, WV 26306**

The form can also be faxed to (304) 625-9792 or scanned and sent via e-mail to [liaison@leo.gov](mailto:liaison@leo.gov).

**Note:** Changes will not be made unless a signature is present on the form.

#### **9. Does the FBI provide apostilles\*?**

(\*An apostille is a certification that a document that has been "legalized" or "authenticated" by the issuing agency through a process in which various seals are placed on the document.)

The CJIS Division will authenticate U.S. Department of Justice Order 556-73 fingerprint search results for international requests by placing the FBI seal and the signature of a division official on the results if requested at the time of submission. Documents prepared in this way may then be sent to the U.S. Department of State by the requester to obtain an apostille if necessary. This procedure became effective on January 25, 2010 and will apply only to documents finalized after that date. Requests to authenticate previously processed results will not be accepted. This procedure replaces the letter formerly provided by the CJIS Division that indicated the service was not provided. The apostille service is not provided to individuals requesting search results for Canadian immigration, as it is not required for this purpose.

#### **10. How do I challenge my FBI record?**

The CJIS Division is not the source of the data appearing on identification records. All data is obtained from fingerprint submissions or related identification forms submitted to the FBI by local, state, and federal agencies. As a result, the responsibility for authentication and correction of such data rests upon the contributing agency (i.e., police department, county court, etc.). Please contact this agency or the central repository in the state where the arrest occurred to request a change, correction, or update. The FBI is not authorized to modify the record without written notification from the appropriate criminal justice agency.

Identification Record Request webpage

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