



Identification Record Request/Criminal Background Check

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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., each person must complete and sign a form.
- Include a complete mailing address. Please provide your telephone number and e-mail address, if available.
- Your results will be provided on standard white paper and returned to you by First-Class Mail via the U.S. Postal Service.
 - Self-addressed envelopes will not be accepted. 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.

Step 2: Obtain a set of your fingerprints.

- Your 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.
- You must provide a current fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth *must be* provided on the fingerprint card.
- You must include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken at the same time (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.
- The name on your response letter will match the name indicated on the fingerprint card.
- If the last four digits of your social security number are needed on your response letter, then please ensure your full nine-digit social security number is on the fingerprint card when submitting your request.

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 you 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 only \$18. The FBI has re-evaluated its fee structure; therefore, we will no longer charge for multiple copies for any request received on or after December 1, 2015. You may make as many copies as needed upon receipt of your results.
- 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 per person—to the following address:

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

What Happens Next

If we find no Identity History Summary on file, you will receive a response indicating that you have no prior arrest data on file at the FBI. If you do have an Identity History Summary on file, you will receive your Identity History Summary or “rap sheet.”

Forms and Links

Identity History Summary Checks Home

FD-258 Fingerprint Card

FBI Option

- Address Change Request Form
- Applicant Information Form
- Background Check for Employment/Licensing
- Challenge of an Identity History Summary
- Identity History Summary Request Checklist
- Credit Card Payment Form
- Frequently Asked Questions
- State Identification Bureau Listing
- State-Maintained Records Listing
- U.S. Department of Justice Order 556-73

Channeler Option

- Background Check for Employment/Licensing
- Challenge of an Identity History Summary
- FBI-Approved Channelers | List
- Frequently Asked Questions
- State Identification Bureau Listing
- State-Maintained Records Listing
- U.S. Department of Justice Order 556-73

For Law Enforcement Only

- Certified Copies of Fingerprint & Identity History Summaries

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