

GETTING YOUR FBI RECORD

- A new requirement for Academic Year students only -

All instructions on how to do an information record request from the FBI can be found on their website at: <http://www.fbi.gov/hq/cjisd/fprequest.htm>

You should always check the website for the most up-to-date information about requirements, since they may change at any time. For your reference we also provide some advice below.

As of February 2011, the following items are needed to submit an information record request to the FBI:

1. FBI Applicant Information Form: (download and print from FBI website)
 - a. Complete all information on the form as requested.
 - b. Although the FBI does not offer expedited service, you still need to put the reason you are soliciting the record in the appropriate blank (write "student visa"). (Putting a date is not required.)
 - c. Put a contact phone number and email address where you can be reached if they have questions.
 - d. Sign and date the form.
 - e. At the very top of the form, in the blank space, please write the following:
“Please authenticate my FBI record with the FBI seal and signature of a division official, so that I can forward it to the Dept of State to obtain an apostille stamp.”
Then highlight the words to make them stand out more.

2. Fingerprint card: (download and print "standard fingerprint form - FD-258" from FBI website)
 - a. Contact your local police station and ask if there are any special days/times that they do fingerprinting. In Austin, they only do it one day each week, so you have to plan ahead a bit. Also ask how much the service will cost. In Austin it is \$11.75, but it can vary greatly from city to city.
 - b. Go to your local police station and get your fingerprints done.
 - i. If they have a standard fingerprint card that they want to use, that is fine. (The FBI paper is only a back-up in case the police don't have the necessary card.)
 - ii. Be sure to ask for **TWO (2) copies** of your card, so that you have a back-up at home in case your package to the FBI gets lost.
 - iii. You may get digitally scanned or ink-printed, it just depends on if the station you go to has the latest technology or not. Either method is acceptable.

- c. The person who does your fingerprints will add some information to the top of the card. At the very least they will fill out 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: (see sample card below)

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)

APPLICANT		LAST NAME <u>NAM</u>	FIRST NAME	MIDDLE NAME			
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		O R I		DATE OF BIRTH <u>DOB</u> Month Day Year	
RESIDENCE OF PERSON FINGERPRINTED		CITIZENSHIP <u>CTZ</u>		SEX <u>F</u>	RACE <u>W</u>	HGT	WGT
DATE <u>081209</u>	SIGNATURE OF OFFICIAL TAKING FINGERPRINTS <u>WATERS - AP0569</u>		YOUR NO. <u>OCA</u>	EYES		HAIR	PLACE OF BIRTH <u>POB</u>
EMPLOYER AND ADDRESS <u>081209 WATERS - AP0569 TX 2270100</u> <u>PD Austin, TX</u>		FBI NO. <u>FBI</u>		LEAVE BLANK			
REASON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>		CLASS _____			
		SOCIAL SECURITY NO. <u>SOC</u>		REF. _____			
		MISCELLANEOUS NO. <u>MNU</u>					

ALL OTHER items on the card can be left blank.

3. Payment:

- a. Obtain a money order or cashier's check for \$18 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.

OR

- b. Download, print, and complete out the "credit card payment form" from the FBI website.

4. Before you send your request, use the "record request checklist" from the FBI website to confirm you have prepared all the documents correctly.

5. Mailing the request:

Send all 3 of the above forms to the following address:

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

6. What you should get back from the FBI:

a. Your request should be processed within 12-14 weeks of receipt.

b. The FBI will mail back to you (at the address listed on your applicant information form):

i. A letter from the CJIS division which shows your name, the date of the request, and the results ("no arrest record - FBI").

OR

ii. A copy of your FBI record with details about your crimes.

FBI policy does not allow them to return fingerprint cards to you, in order to protect your "Personally Identifiable Information".

7. Some Spanish Consulates may also require you to obtain an apostille from the U.S. Dept. of State once you have obtained your FBI record. We recommend you ask your consulate what they require, and act accordingly. To obtain an apostille from the U.S. Dept. of State, you will have to send your FBI record to the Office of Authentications. Details on the procedure can be found at: <http://www.state.gov/m/a/auth/index.htm>