



FBI CRIMINAL REPORT REQUEST

PRIVACY ACT STATEMENT

The FBI's acquisition, retention, and sharing of information submitted on this form is generally authorized under 28 USC 534 and 28 CFR 16.30-16.34. The purpose for requesting this information from you is to provide the FBI with a minimum of identifying data to permit an accurate and timely search of criminal history identification records. Providing this information (including your Social Security Account Number) is voluntary; however, failure to provide the information may affect the completion of your request. The information reported on this form may be disclosed pursuant to your consent, and may also be disclosed by the FBI without your consent pursuant to the Privacy Act of 1974 and all applicable routine uses.

Applicant Information * Denotes Required Fields

Form with fields: Last Name, First Name, Middle Name 1, Middle Name 2, Date of Birth, Last Four Digits of Social Security Number, Height, Weight, Eye Color, Hair Color, Place of Birth.

Applicant Home Address

Form with fields: Address, Apt#, City, State, Postal (zip) code, Country, U.S. Citizen or Legal Permanent Resident, Country of Citizenship, Country of Residence, Phone Number, Email Address.

Mail Results to This Address (Attorney Only)

Form with fields: C/O, ATTN, Address, City, State, Postal (zip) code, Country, Phone Number (if different from above).

Form with fields: FBI Criminal Report (\$39.95), Shipping and Handling Options (USPS First Class, Priority Mail \$14.00, FedEx \$40.00), Additional Copies (\$9.00 each), Total FBI Report Payment.

Form with fields: Payment Type (Cashier's Check, Money Order, Credit Card), Payee is National Credit Reporting, Please check one box.

Form with fields: Reason for my request (Personal Review/Correction, Work Visa/Student Visa, Foreign Residency/Travel, Adoption, Attorney Request, Other).

Form with fields: APPLICANT SIGNATURE, DATE.

* Signed Mailing Checklist must be included with order. You may request a copy of your own identification record to review it or obtain a change, correction, or an update to the record.

***Pricing does not include fingerprint rolling fees for mailing ink cards, or live scan fees for electronic submissions.



**National
Background
Information**



MAILING CHECKLIST

FBI Criminal Report Request
Criminal Background Check Request

Promo Code

I declare under penalty of perjury under the laws of the United States of America that the enclosed fingerprint impression is that of the person completing this form, and that all of the information submitted on the **FBI Criminal Report Request** form is true and correct.

Applicant acknowledges that information sent through electronic mail, United States Mail, and courier service is not secure. Applicant further acknowledges that NCR may not alter any of the information contained in the FBI report, even if there are obvious errors. Applicant waives, disclaims, and holds NCR harmless from and against any inadvertent disclosure of Applicant's FBI report and from any inaccuracies contained within said FBI report, provided that nothing herein affects any intentional, wrongful disclosure of Applicant's FBI report or the contents thereof.

If you have a criminal history record, you have the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record. The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34. Information on how to review and challenge your FBI criminal history record can be found at www.fbi.gov under "Services" and then "Identity History Summary Checks" or by calling (304) 625-5590. For more information regarding the Privacy Act, you can go to the National Background Information website at <https://www.nbinformation.com/forms> under Forms & Procedures and view and/or download a copy of the Applicant's Privacy Rights.

Applicant's Name _____

Signature _____

Date _____

Required Checklist for FBI Criminal Report Requests

- I have included the **FBI Criminal Report Request** form with all required fields completed
- I have included **fingerprint card(s)**, completed by a trained technician
- I have included **payment:** Cashier's Check or Money Order payable to **National Credit Reporting**
 Visa, MasterCard or American Express – Credit Card Authorization form is required
No charge backs or refunds / All sales final
- For attorney requests, I have included a signed **Attorney Release** form printed on my attorney's letterhead
- I am including this signed **Mailing Checklist**
- I have read and understand the **Frequently Asked Questions (FAQ)** document

MAIL TO: National Credit Reporting
ATTN: FBI Consumer Report Request
6830 Via Del Oro, Suite 105
San Jose, CA 95119