Criminal Background Check Requirements

NAFCC currently requires family child care providers and co-providers seeking accreditation to obtain and submit to NAFCC a state criminal background check for the state they live in and an FBI fingerprint background check, completed every 3 years or less.

They must also submit these checks for assistants, substitutes, and adults over age 18 years living in the family child care home.

The intent is to ensure anyone having contact with children be screened for a prior history of criminal acts which could leave children enrolled in the family child care home at risk.

If the regulatory agency completes a state and an FBI fingerprint criminal background check every three years or less for the provider, co-provider, assistants, substitutes, and adults over age 18 years living in the family child care home, a copy of the current family child care license verified by NAFCC to be in good standing, satisfies the criminal background check requirement.

If the regulatory agency does not complete one or more of these background checks within the 3 year timeframe (or if it is “unknown”), it is the provider’s responsibility to obtain them and submit them to NAFCC.

Use the chart below to determine what checks you will need to submit additional documentation for, meaning your regulatory agency does not complete them every 3 years or less for the provider/co-provider, assistants and substitutes, and adults in the home. If you feel this chart needs to be updated, please let us know at accreditation@nafcc.org

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<tr>
<th>State</th>
<th>Provider (You Will Need to Submit)</th>
<th>Assistants and Substitutes (You Will Need to Submit)</th>
<th>Adults in Home (You Will Need to Submit)</th>
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Policy and Instructions for Criminal Background Records

The Accreditation Application must include a favorable review of state records concerning child abuse and criminal background status and FBI identification records concerning child abuse and criminal background status for the provider. The criminal background records must be obtained within three (3) years prior to the date of submitting the application.

If the regulatory agency completes a state criminal background check every 3 years or less, a copy of the current family child care license verified by NAFCC to be in good standing, may be used in lieu of the criminal background records.

If the regulatory agency completes a federal (FBI) criminal background check every 3 years or less, a copy of the current family child care license verified by NAFCC to be in good standing, may be used in lieu of the criminal background records.

If the regulatory agency does not complete one or more of these records, it is the provider’s responsibility to obtain them.

FEDERAL

If your regulatory agency does not obtain an FBI identification record you must obtain one directly from the FBI. Obtaining this record will take up to 12 weeks. For Information on obtaining the record:

- Call the FBI Criminal Justice Information Service Division at 304-625-3878 to request an information packet

Or

- Visit the FBI website www.fbi.gov.
  - Go to “Stats and Services” on the menu across the top
  - Click on “Fingerprints and Other Biometrics”
  - Under “All About Fingerprints” click on “Criminal Background Checks”
  - Scroll down to “How to Request Your Identity History Record” and follow the instructions listed there. You will most likely need to choose option 1.

*If these instructions do not work, the website may have changed. Please feel free to contact your Accreditation Specialist with questions regarding these instructions.

The FBI will mail the results directly to you. Once you receive the results, make a copy to send with your accreditation application. Keep the original for your file.

STATE

To find out how to obtain a state criminal background check, contact your local regulatory agency, law enforcement agency, or courthouse.

Once you have obtained the results, make a copy and send it with your accreditation application. Retain the original for your records.
Step 1: Complete the Applicant Information Form.

- If the request is for a couple, family, etc., all persons must sign the form.
- Include your complete mailing address. Please provide your telephone number and/or e-mail address, if available.

Note: Due to changes in processing, effective October 12, 2013, the FBI will no longer accept return self-addressed stamped envelopes with Departmental Order requests. 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. Envelopes received postmarked after this date will be destroyed. The FBI will return all results, both foreign and domestic, by U.S. First-Class Mail via the United States Postal Service. Thank you for your patience as we try to streamline our processes to improve our service to you.

Step 2: Obtain a set of your fingerprints.

- Provide the original fingerprint card. Previously processed cards or copies will not be accepted.
- Your name and date of birth must be provided on the fingerprint card. 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.
- Include rolled impressions of all 10 fingerprints and impressions of all 10 fingerprints taken simultaneously (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.

Note: The name on your response letter will match the name indicated on the fingerprint card.

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 to 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 $18 for each copy requested.
- 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 for each person or copy requested—to the following address:

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

Note: On September 7, 2014, CJIS installed a new IT system. As a result of this installation, we are experiencing delays in processing. Please be assured that each issue is being identified and resolved as quickly as possible, but at this time we anticipate processing time for an Identity History Summary to be approximately 12 weeks. Allow additional time for mail delivery. We respectfully request that you refrain from calling to check on the status of your request prior to 12 weeks. For assistance, contact the Customer Service Group at (304) 625-5590.
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 identity 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. Under the Paperwork Reduction Act, you are not required to complete this form unless it contains a valid OMB control number. The form takes approximately 3 minutes to complete.

Applicant Information  * Denotes Required Fields
*Last Name ___________________________ *First Name ___________________________
Middle Name 1 ___________________________ Middle Name 2 ___________________________

*Date of Birth: ___________________________ *Place of Birth: ___________________________
U.S. Citizen or Legal Permanent Resident: Yes ☐ No ☐

*Country of Citizenship: ___________________________ Country of Residence: ___________________________
Prisoner Number (if applicable): ___________________________

*Last Four Digits of Social Security Number: ___________________________

*Height: ___________________________ *Weight: ___________________________

*Hair (please check appropriate box):
☐ Bald ☐ Black ☐ Blonde/Strawberry ☐ Blue ☐ Brown ☐ Gray ☐ Green ☐ Orange ☐ Pink
☐ Purple ☐ Red/Auburn ☐ Sandy ☐ Unknown ☐ White

*Eyes (please check appropriate box):
☐ Black ☐ Blue ☐ Brown ☐ Gray ☐ Green ☐ Hazel ☐ Maroon ☐ Multicolored ☐ Pink ☐ Unknown

Applicant Home Address
*Address ___________________________

*City ___________________________ *State ___________________________
*Postal (Zip) Code ___________________________ *Country ___________________________
Phone Number ___________________________ E-Mail ___________________________

Mail Results to Address
C/O ___________________________ ATTN ___________________________
Address ___________________________

City ___________________________ State ___________________________
Postal (Zip) Code ___________________________ Country ___________________________
Phone Number (if different from above) ___________________________

Payment Enclosed: (please check appropriate box)
☐ CERTIFIED CHECK ☐ MONEY ORDER ☐ CREDIT CARD FORM

Reason for Request:
☐ Personal review ☐ Challenge information on your record ☐ Adoption of a child in the U.S.
☐ International adoption ☐ Live, work, or travel in a foreign country ☐ Other

* APPLICANT SIGNATURE ___________________________ DATE ___________________________

Mail the signed applicant information form, fingerprint card, and payment of $18 U.S. dollars to the following address:

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

You may request a copy of your own Identity History Summary to review it
or obtain a change, correction, or an update to the summary.
Recording Legible Fingerprints

Introduction to Recording Legible Fingerprints

The FBI’s Integrated Automated Fingerprint Identification System (IAFIS) is the largest biometric database of criminals in the world. Clear, legible fingerprints form the foundation of the Fingerprint Master File, which continues to grow by approximately 13,000 records each day. Agencies submitting fingerprints to the FBI should be aware of the proper procedures for recording fingerprints. The following information will assist agencies in obtaining fingerprints that meet FBI standards.

Fingerprint Impression Types

Type 4
- Rolled impressions are the ten individually-taken fingerprint images rolled from nail to nail. The plain impressions are used to verify the sequence and accuracy of the rolled impressions.

Type 14
- Identification flat impressions are taken simultaneously without rolling. These are referred to as plain, slap, or flat impressions. The individual’s right and left four fingers should be captured first, followed by the two thumbs (4-4-2 method). Instituting this finger capture method ensures the highest level of fingerprint sequence accuracy.

Basic Fingerprint Equipment

Fingerprints can be recorded utilizing the following methods:

- Standard Fingerprint Card (e.g., FD-249 and FD-258)—Use ink to record fingerprint images on standard fingerprint cards.
- Live Scan—Fingerprint images can be submitted electronically using a live scan device. Electronic fingerprinting equipment should be properly maintained at all times. For a list of certified devices, please refer to the FBI Certified Products List at www.fbibiospecs.org.

Fingerprinting Process

- The recommended height for recording legible fingerprints is approximately 39 inches from the floor. This allows the forearm of an average adult to be parallel with the floor. This is the recommended position to record fingerprints.
  - Soap and water are preferred; however, rubbing alcohol may be substituted.
  - If hands are moist, wipe each finger with rubbing alcohol. If hands are dry or flaky use a small amount of hand lotion and wipe off any residue.
  - If capturing fingerprints electronically, ensure the live scan fingerprint device is properly calibrated and the platen is free of dust, dirt, and any residual fingerprint images.

- The individual’s hands should be cleaned prior to printing:
  - Instruct the individual to look away from the fingerprint device, not to assist in the fingerprint process, and to relax. Grasp the individual’s right hand at the base of the thumb with your right hand. Cup your hand over the individual’s fingers, tucking under those fingers not being printed. Guide the finger being printed with your left hand.
  - If using the ink and paper method, roll the finger on the inking plate or pad so the entire fingerprint pattern area is evenly covered with ink. The ink should cover from one edge of the nail to the other and from the crease of the first joint to the tip of the finger. Using the correct amount of ink is vital.
  - When taking the rolled impression, the side of the finger bulb is placed upon the card or platen. The finger is then rolled to the other side until it faces the opposite direction. Care should be exercised so the bulb of each finger, from tip to below the first joint, is rolled evenly. Generally, the weight of the finger is the maximum pressure needed to clearly record a fingerprint. In order to take advantage of the natural movement of the forearm, the hand should be rotated from the more difficult position to the easiest position. This requires the thumbs be rolled toward and the fingers away from the center of the individual’s body. Roll each finger from nail to nail in the appropriate space, taking care to lift each finger up after rolling to avoid smudging.
  - When using the ink and paper method and a rolled impression is not acceptable, you may use an adhesive retab to cover the fingerprint in its space. (Only two retabs can be applied to each fingerprint block.) For live scan, the image should be deleted and retaken.

All About Fingerprints

- Integrated Automated Fingerprint Identification System
- Fingerprint Identification Overview (pdf)
- Capturing Legible Fingerprints (pdf)
- Criminal Background Checks
- Bank Employee Checks
- Submitting Arrest Dispositions
- Name Checks for Fingerprint Submissions (pdf)
- Standard Fingerprint Form (FD-258) (pdf)
For a Type-4, plain impressions are typically printed last. The technician simultaneously presses the individual's four fingers (of the right hand), keeping the fingers together on the surface of the card or live scan device (at a 45-degree angle) to capture all four fingers in the allotted space. Repeat this process for the left hand and then print both thumbs. Type-14 capture protocol requires the technician to simultaneously press the individual's four fingers on the surface of the live scan device at a 90-degree vertical angle. Care should be taken to capture all fingers in the allotted space. Repeat this process for the left hand and then print both thumbs simultaneously (4-4-2 method). Capturing all fingers and thumbs in a vertical position improves finger segmentation software accuracy.

Complete all required textual information. It is important to enter the appropriate data in all fields when known.

Special Circumstances

Deformed or missing fingers:
If the finger is deformed, every attempt should be made to record the fingerprint in both the rolled and plain impression blocks. A postmortem kit, which is more commonly known as a spoon, can be utilized to assist in recording these images. If unable to record the image, simply place a notation in the fingerprint block (e.g., deformed, webbed) or electronically apply the Unable to Print (UP) code in data field 2.084.

Missing fingers are fingers physically present but cannot be recorded at the time of capture due to injury. Each missing finger should be designated via a notation in the fingerprint block (e.g., bandaged, injured, crippled, paralyzed) or electronically apply the UP code in data field 2.084.

Fully amputated fingers:
An amputated finger occurs when the finger’s first joint is no longer physically present. Amputated fingers should be designated via a notation in the fingerprint block (e.g., amp, missing at birth, severed) or electronically apply the Amputated (XX) code in data field 2.084.

Tip-amputated fingers:
If a portion of the first joint is present, record the available fingerprint pattern area in both the rolled and plain impression blocks.

Extra fingers:
When fingerprinting an individual with an extra finger, record only the thumb and the next four fingers. Do not record the extra finger as either a rolled or plain impression.

Scarred fingers:
Record scarred fingers in both the rolled and plain impressions without a notation.

Worn fingerprints:
An individual, by the nature of their work or age, may have very thin or worn ridges in the pattern area. Apply light pressure and use very little ink to record these types of fingerprint impressions. A technique known as "milking the finger" can be used to raise the fingerprint ridges prior to printing. This technique involves applying pressure or rubbing the fingers in a downward motion from palm to fingertip.

For more information about recording legible fingerprints or to request training, visit our website or contact the Customer Service Group at (304) 625-5590 or via e-mail at liaison@leo.gov.
|-------------|-------------|-------------|------------|-------------|

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L. THUMB R. THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY
1. LOOPS

2. WHORLS

3. ARCHES

THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

ARCHES HAVE NO DELTAS

FINGERPRINTS AND ASSOCIATED INFORMATION IS VOLUNTARY; HOWEVER, FAILURE TO DO SO MAY AFFECT COMPLETION OR APPROVAL OF YOUR APPLICATION.

AUTHORIZED: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. § 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-644, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary, however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSN). Your SSN 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 statute or other authority your SSN is shared, and what uses will be made of it. Executive Order 13709 also gives Federal agencies to use this number to help identify individuals in agency records.

Principle Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be disclosed to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, security clearance, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

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 any providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any system(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

INSTRUCTIONS:

1. PRINTS MUST GENERALLY BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS WHICH ARE DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.

2. 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.

3. FN NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPLICATION.

** MISCELLANEOUS NO. RECORD OTHER ARMED FORCES NO. PASSPORT NO. [PP] ALIEN REGISTRATION NO. (AR), FOR SECURITY CARD NO. [PS], SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA).
Credit Card Payment Form

* Denotes Required Fields

Applicant Name

* Name
(as it appears on credit card)

Company Name (if applicable)

* Billing Address

Billing Address 2

* City

* State/Province

* Postal (ZIP) Code

* Country

* Credit Card #:

* Expiration Date (MM/YYYY)

* Total Amount To Be Billed To Credit Card $ ( x $18 US Dollars Per Request)

* Card Holder Signature

No Charge Backs or Refunds
All Sales Final
**Did You Remember To...?**

Please 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 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.
- Include a credit card payment form, certified check*, or money order for **$18.00** per request. 
  *Note: This amount must be exact.*
- If using a credit card, please ensure the credit card payment form is filled out completely.
  *Don’t forget to include the expiration date of the credit card that you are using.*
- If paying with a certified check or money order, make it payable to the **Treasury of the United States**.
  
  **CASH OR PERSONAL/BUSINESS CHECKS**
  **ARE NOT AN ACCEPTED FORM OF PAYMENT.**
- Include a form of contact information (i.e., e-mail, telephone number) in case we need to contact you.

*To issue a certified check, the bank verifies that sufficient funds exist in the requestor’s account to cover the check and so certifies payment at the time the check is written. Those funds are then set aside in the bank’s internal account until the check is cashed or returned to the payee.*